NATIONAL INSURANCE COMPANY LIMITED

MADURAI REGIONAL OFFICE

Commercial Plot No.3, Vaigai Colony, 80 Feet Road, Anna Nagar, Madurai – 625020.

CIN No. U10200WB1906GOI001713

TENDER FOR EMPANELMENT OF PRINTERS

Sealed Tenders (in the prescribed forms) are invited for Empanelment of Printers for carrying out printing jobs for Category “A” and Category “B” Printers along with Earnest Money Deposit and Supporting Documents. EMD for Category “A” Printer is Rs.5,000/- and for Category “B” is Rs.2,500/-.

Tender forms are available at the above address from 10.30 am to 05.00 pm on all working days from 09.02.2018 to 23.02.2018. Tender forms can also be downloaded from our Company Website: [www.nationalinsuranceindia.com](http://www.nationalinsuraneindia.com)

The Tenders should reach our office at the above address before 05.00 pm on 23.02.2018.

CHIEF REGIONAL MANAGER

**INSTRUCTIONS TO TENDERER FOR EMPANELMENT AS PRINTER**

Tender No. MDRO/ESTB/0014 Date: 09.02.2018

National Insurance Company Ltd., Madurai Regional Office (hereunder called “Company”) invites applications for empanelment of Printers to undertake various type of printing jobs.

Two types of Printers are required:

**Category A Printer**: Having Four-colour off-set printing machine with all allied infrastructure to carry out multi-colour and quality jobs.

**Category B Printer**: Having all infrastructure to carry out ordinary jobs (Other than as mentioned in Category A above).

**ELIGIBILITY CRITERIA**

1. Must be owning Printing Press.
2. Must have the necessary Machines and infrastructure to carry out printing job/s (for the category of job for which empanelment is sought).
3. Must have Pre-Press and other facilities like Binding, Packaging, etc.
4. Must have three years’ experience in the field of printing.

Application should be submitted as per enclosed format along with the following documents:-

* 1. Photo copy of valid Trade Licence issued by the appropriate Authority to carry out the business of PRINTING.
  2. Photo copy of latest Income Tax Return.
  3. Photo copy of Goods & Services Tax certificate.
  4. **Earnest Money Deposit:-**

For Category “A” Printers: Rs.5,000/- (Rupees Five thousand only)

For Categoru “B” Printers: Rs.2,500/- (Rupees Two Thousand five hundred only)

Earnest Money in the form of Demand Draft/Pay Order/Banker’s Cheque drawn in favour of “**National Insurance Company Limited**‟ payable at **Madurai** must be submitted along with the application.

For the Printers who will be selected and empanelled, their EMDs will be kept as Security Deposit and shall bear no interest. EMDs for unsuccessful applicants will be returned without any interest.

**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. Category “A” Printer shall be eligible to participate for multicolour jobs and special quality jobs to be decided by the Company
3. Category “B” Printers shall be eligible to participate for ordinary jobs.
4. **Those who do not have their own Printing Press need not apply.**
5. One Printer may apply for both Categories i.e. Category “A‟ or “B‟. In that case they have to submit separate applications and separate Earnest Money Deposits.
6. All the documents submitted must be clearly legible and duly signed and stamped by the Applicant.
7. The Company reserves the absolute right to accept or reject any or all the Tenders without assigning any reason/s whatsoever.
8. Application without Earnest Money shall be rejected.
9. The Company reserves the right to inspect the premises of the Printer and/or ask for any other document and/or originals for inspection.
10. Any reference/inspection of premises of Printer from our end shall not deem to be confirmation of empanelment by the Company.
11. Decision of Company about Category of job i.e. “A” &“B” is final.

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

11) The Company reserves the right to depanel a Printer in the following circumstances (any one):-

1. Non-participation in 50% of the Tenders in a year.
2. Inability to supply materials as per rate quoted.

(“Year means – 12 months from the date of issuance of empanelment letter and so on for the next periods.)

12) 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.

13) The selected Printer may at their option, withdrawn 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.

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

Properly sealed envelope superscribed as “**Application for empanelment of Printers, Category \_\_\_\_”** containing all documents and EMD should be dropped in the Tender Box kept at our Office Premises within 5.00 P.M. of 23.02.2018.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE) Seal

**NAME :**

**DESIGNATION :**

**Printer’s Seal**

Encl: as above.

**APPLICATION FOR EMPANELMENT AS PRINTER WITH**

**NATIONAL INSURANCE COMPANY LIMITED, MADURAI REGIONAL OFFICE**

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

Date :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Type of Printers for which application is made i.e. Category A or B | | | : |  | |
|  | Name and address of the Printer | | | : |  | |
|  | Telephone/Fax/Mobile No. | | | : |  | |
|  | Name of Contact Person with Phone No. | | | : |  | |
|  | Year of Establishment | | | : |  | |
|  | Type of Firm (Sole Proprietorship /Partnership/ Limited Company/Others) | | | : |  | |
|  | No. of Employees | | | : |  | |
|  | Area/space of the Press | | | : |  | |
|  | Machine details | | | : |  | |
| Sl.No. | | Type of Machines | No. of Machines | | | Remarks, if any |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |
|  | |  |  | | |  |

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

Year Amount (Rs.)

11. Names and addresses of top 5 Clients:

(Signature of the Applicant with Seal)

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12. Details of Documents submitted:

i)

ii)

iii)

iv)

13. Details of EMD submitted:

Amount: DD No. Date:

Name of the Bank: Branch:

**DECLARATION**

I/We declare that the statement/information given above are true and documents submitted are genuine. If it is found by National 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:

Stamp:

Printer’s Seal