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**Tender No.NIC:HO:ESTB:P&S:06:2017 Date : 26-08-2017**

**TENDER FOR PRINTING, SUPPLY AND DELIVERY OF EXECUTIVE (PREMIUM) DIARY - 2018**

National Insurance Company Ltd. Head Office, 3, Middleton Street, Kolkata – 700 071 hereunder called “the Company” invites sealed tender in two bid systems from well established, reputed & quality printers for printing, supply & delivery of Executive (Premium) Diary - 2018 as per specifications given below :-

**Specification for Executive (Premium) Diary 2018.**

|  |  |
| --- | --- |
| Type | **Executive (Premium) Diary- 2018** |
| Quantity | **50,000** |
| No. of Pages | **168 date pages** (2/3 days per page)  + **8 pages** for personal memorandum,  Company profile, office addresses etc.  + **Pustani** Front ( design, logo flyleaf  theme, visual in front ) and **Pustani** Back  Cover (planner & visual)  + **12 colour Insets / Separator Pages** |
| Size | Outer cover – 24.5 cm x 22.5 cm  Inner Text – 24.0 cm x 22.0 cm |
| Printing | Offset Printing |
| Paper Type - Cover | 170 GSM Imported Matt Art Paper |
| Paper Type –  Inside Pages  Insets/Separators Pustani (End leaves) | **Inside Date Pages** – 80 GSM NS Maplitho  **Inset / Separator pages** – 130 GSM Imported Art paper  **Pustani (End leaves)** – 120 GSM NS Maplitho Paper |
| Colour (Printing) | 1. Inside Date Pages – ( in bilingual ) 2 colour   all through (special colour)   1. Outer Cover – 4 colour printing 2. Pustani – 4 colour printing 3. Inset / Separator pages – 4 colour   both sides printing |
| Fabrication | Cover – 4 colour printing, Matt Lamination with  Spot UV in front & back |
| Binding | 2 mm hardboard cover with pasting of planner inside with a silk ribbon, good quality Gel binding and section sewing |
| Sequencing of Inset / Separator Pages | At the beginning of each month (12) |
| Input | Artwork format – Coral Draw version 14 & above – to be provided |
| Distribution | To RO Centres as per attached list |
| Packing | 5 X 10 packets = 50 sets of Diaries in 1 Carton |
| Envelope | Each Diary to be packed in individual self adhesive PP envelope of 35 Micron with shrink – wrap, 5 pcs diary each |

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**APPROVAL OF PROOF**

The selected Printer shall furnish the sample of Proof in dummy form and actual paper samples to our Publicity Department within 5 (Five) days from the Date of Order or receipt of all Inputs in C.D. from the Publicity Department. **Failure in submitting the proof within 5 (five) days will attract a penalty of Rs.10,000/- (Rupees Ten Thousand) only per day for Executive (Premium) Diary 2018 for each day of default.**

**DELIVERY**

The printer shall deliver the Executive (Premium) Diary – 2018 within 40 (Forty) days from the date of approval of proof in flat packed condition as per the Distribution list enclosed.

1. The Executive (Premium) Diary – 2018 which shall have to be sent as stated in the distribution list 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.
2. Company reserves the right to return and/or deduct the cost of Executive (Premium) Diary – 2018 delivered in damaged condition.

No extra cost for delivery of the Executive (Premium) Diary – 2018 beyond the amount quoted in the Financial Bid shall be paid. Delivery of the Executive (Premium) Diary 2018 as per the list to various Regional Offices including Head Office with the time limit is the sole responsibility of the Printer. Any delayed delivery beyond the stipulated 40 (forty) days of approval of final proof will attract penalty of Rs.5,000/- (Rupees five thousand) only per day for each day of default.

**TECHNICAL BID (ELIGIBILITY CRITERIA**)

1. Photocopy of valid Trade License issued by appropriate Authority to carry out the business of printing (Photocopy must be enclosed).
2. Photocopy of Income Tax Returns for the last three consecutive financial years i.e. 2013-14, 2014-15 and 2015-16 relating to Assessment years 2014-15, 2015-16 and 2016-17.

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1. Previous 3 (three) years audited balance sheet (Photocopy must be enclosed).
2. Photocopy of latest Sales Tax/GST/VAT Return/VAT Registration Certificate (Photocopy must be enclosed).
3. Must have printed at least 1 (One) Diary job (Multi-colour & multi sheet job), each valued Rs.20,00,000/- (Rupees Twenty Lacs) or above in a single order, during the last three financial years ending 31st March 2017

**or**

Must have printed at least 2 (Two) Diary jobs (Multi-colour & Multi sheet), each valued Rs.10,00,000/- (Rupees Ten Lacs) or above in a single order, during the last three financial years ending 31st March 2017

**or**

Must have printed at least 3 (Three) Diary jobs (Multi-colour & Multi sheet), each valued Rs.7,50,000/- (Rupees Seven Lacs Fifty Thousand) or above in a single order, during the last three financial years ending 31st March 2017.

**(Enclose copies of work orders along with Delivery Challan & / or TDS Certificates).**

1. Must have in-house facilities for carrying out multi-colour & multi sheet jobs as per design and colour scheme.
2. Must have in-house facilities for allied jobs like automatic folding machine & automatic stitching machine, binding, packaging etc.
3. Must have in-house facilities like Pre-Press facilities, Lay-out, Design, DTP Proof Reading, Scanning, Art Studio including Digital Printing.
4. Earnest Money of Rs. 2,00,000/- (Rupees Two lac) only in the form of Bank Draft/Pay Order /Bankers Cheque in favour of “National Insurance Company Ltd.” payable at Kolkata to be deposited along with the Technical Bid failing which the Tender will not be accepted.

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1. The Earnest Money of the successful Bidder shall be kept as Security Deposit and will be refunded without interest after successful completion of the job. Earnest Money of the unsuccessful Bidders will be refunded without interest after the exercise for selection of Printer is completed.
2. The company reserves the right to disqualify any bidder due to past unsatisfactory performance.
3. Declaration on letterhead of the printer that it has never been involved in any illegal activity or financial frauds.
4. Declaration on letterhead of the bidder(s) that they have not been put in the negative list by any public sector Company/Govt. organization, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.
5. All the pages of the Tender Document (Technical Bid as well as Financial Bid) has to be signed with seal by the prospective vendors/bidders.
6. Paper sample to be submitted in the Technical Bid mentioning Paper Brand and Mills Name.

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**FINANCIAL BID**

Taking into account the above specification, rates should be quoted inclusive of GST, VAT, All Taxes, levies, cost of packing / packaging materials, delivery charges, Insurance charges and All other expenses related to the jobs as per format given below : -

Price Bid for Executive (Premium) Diary 2018 :

|  |  |  |  |
| --- | --- | --- | --- |
| Item  Description | Unit cost inclusive of GST, VAT, All Taxes, levies, cost of packing/packaging materials Delivery, Insurance charges and All other expenses | Quantity | Total Price (Unit cost x Quantity) (A x B) = Rs. |
|  | (A) | (B) | (C) |
| Executive (Premium) Diary 2018 | Rs. --------------- | 50,000 | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Rupees -------------------------------------------------------------------- only). |

Date : Signature of the Bidder

Along with Seal

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**HOW TO SUBMIT QUOTATION**

**Technical Bid** – Clearly legible copies of Documentary evidence duly Signed and Stamped by the Tenderer in support of the requirements of item Nos. (1) to (5) and Declaration against item Nos. (6), (7), (8), (12) and (13) of the Technical Bid (Eligibility Criteria) along with Earnest Money of

Rs. 2,00,000/- (Rupees Two lac) only and paper sample as mentioned in point no.15 above should be submitted in a sealed envelope superscribing **“Technical Bid for printing and supply of Executive (Premium) Diary 2018” - Marked ‘A’**.

**Financial Bid** - The price as per our format duly signed should be quoted and put in a separate sealed envelope superscribing **“Price Bid for printing and supply of Executive (Premium) Diary 2018” – Marked ‘B’.**

The above two sealed envelopes i.e. ‘A’ & ‘B’ should be put in a Big Sealed Envelope superscribing **“Tender for printing and supply of Executive (Premium) Diary – 2018”** and be dropped in the Tender Box kept at the Ground Floor of our Office premises at 3, Middleton Street, Kolkata – 700 071 on or before 2.00 P.M. on 13-09-2017. The Tenders are likely to be opened on the same day at 2.30 P.M.

**OTHER INFORMATION, TERMS & CONDITIONS**

1. Dummy of Executive (Premium) Diary- 2018 are available for inspection at Publicity Department, 3, Middleton Street, Kolkata – 700 071.
2. At first stage, the Technical Bids of all the Bidders will be opened and evaluated. The Bidders who qualify in the Technical Bid, Financial Bid only of those qualified Bidders will be opened and evaluated.
3. Tenders submitted after the date and time mentioned above shall not be accepted.
4. Conditional Tender shall be straightway rejected.
5. Tender without Earnest Money shall not be considered.
6. Deviation in specification shall not be entertained. Any deviation may entail cancellation of the entire order and also withholding of Earnest Money.
7. Publicity Department shall provide only CD complete in all respects of the Matter for printing. Entire Processing jobs are to be done by Printer.

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1. The selected Printer shall furnish the sample of printed material in dummy form and actual paper samples to the Publicity Department for approval within 5 (Five) days from the date of receiving the CD and go ahead with printing job after getting the final approval from Publicity Department.
2. The selected Printer will get in regular touch with our Publicity Department for

collection of inputs, approval of proofs etc. for smooth completion of the jobs within time schedule.

1. Company reserves the right to cancel the entire Order in case the qualities of the

Diaries are not as per specification.

1. Before final printing, the Printer must get the matter approved by our Publicity Department, Head Office.
2. Delivery must be completed within the time schedule as mentioned earlier failing which penalty charge of Rs.5,000/- (Rupees Five Thousand) only per day for Executive (Premium) Diary - 2018 for delay shall be deducted from the Printer’s Bill upto 15 days after the deadline. Beyond 15 days after the deadline, the Company reserves the right to impose appropriate penalty at its own discretion including right to accept or reject further delivery.
3. Company reserves the right to inspect the premises of any Tenderer and also ask

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

1. The selected Printer will allow our representative to inspect the premises where the

job is being carried out.

1. The Company reserves absolute right to accept or reject any or all the Tenders

without assigning any reason whatsoever.

1. If the L-1 Bidder withdraws the Offer before the Order is placed for execution of the

order, the Company shall forfeit the EMD submitted by the bidder.

1. There shall be no escalation in the prices once fixed and agreed by the Company with

the Printer 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 materials.

1. After completion of Delivery, bills to be submitted along with acknowledgement as

to receipt and /or Proof of Delivery under Office Seal.

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1. Payment shall be made within 30 days from the date of bill accompanied acknowledgement of receipt/proof of delivery under seal. The printer shall also provide their Bank details for payment. All the payments will be made through RTGS/NEFT mode only.
2. All disputes are subject to Kolkata Jurisdiction only.
3. 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 the day for the purpose. No separate intimation will be given by the Company.
4. In view of the GST Rules, now the printer will have to raise their invoices on the respective regional offices where the diaries will be delivered (i.e. on consumption basis) and payment will be made by the concerned regional office to the printer, subject to the terms and conditions stated above in the tender.
5. The list of regional offices where the dairies are to be delivered and the quantity to be delivered is stated in the list attached to the tender document.

(NARESH KUMAR)

CHIEF MANAGER (ESTB.)

Encl. : Head Office & Region-wise Distribution Summary for Executive (Premium) Diary – 2018.

|  |  |  |
| --- | --- | --- |
| **Distribution list of Executive Diary-2018** | | |
| **Sl No.** | **RO NAME** | **Number of Diaries** |
| **1** | **CALCUTTA RO I** | **1000** |
| **2** | **CALCUTTA RO II** | **1000** |
| **3** | **BHUBANESHWAR RO** | **1000** |
| **4** | **GUWAHATI RO** | **500** |
| **5** | **PATNA RO** | **750** |
| **6** | **RANCHI RO** | **500** |
| **7** | **DELHI RO I** | **2500** |
| **8** | **DELHI RO II** | **2000** |
| **9** | **DELHI RO III** | **5000** |
| **10** | **DELHI RO IV** | **1000** |
| **11** | **CHANDIGARH RO** | **1000** |
| **12** | **LUDHIANA RO** | **1000** |
| **13** | **JAIPUR RO** | **1000** |
| **14** | **LUCKNOW RO** | **1000** |
| **15** | **DEHRA DUN RO** | **750** |
| **16** | **JODHPUR RO** | **750** |
| **17** | **CHENNAI RO** | **2000** |
| **18** | **BANGALORE RO** | **2000** |
| **19** | **COIMBATORE RO** | **750** |
| **20** | **HYDERABAD RO** | **1500** |
| **21** | **KOCHI RO** | **1500** |
| **22** | **HUBLI RO** | **750** |
| **23** | **VIZAG RO** | **750** |
| **24** | **MADURAI RO** | **750** |
| **25** | **MUMBAI CORPORATE RO** | **1500** |
| **26** | **MUMBAI RO II** | **1000** |
| **27** | **MUMBAI RO III** | **1000** |
| **28** | **AHMEDABAD RO** | **1000** |
| **29** | **BARODA RO** | **1000** |
| **30** | **INDORE RO** | **1000** |
| **31** | **NAGPUR RO** | **500** |
| **32** | **RAIPUR RO** | **500** |
| **33** | **PUNE RO** | **750** |
| **34** | **GM Office - Mumbai** | **1000** |
|  | **HEAD OFFICE** | **10000** |
|  | **TOTAL** | **50000** |

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**NATIONAL INSURANCE COMPANY LTD.**

**(Govt.. of India undertaking)**

Reg. & Head Office: 3, Middleton Street, Kolkata – 700 071

**Tender for printing, supply & delivery of Executive (Premium) Diary – 2018.**

Sealed Tenders in two bid systems are invited from reputed, established and quality Printers for printing, supply and distributing large quantities of Executive (Premium) Diary - 2018. Tender documents are available with Establishment Department, Head Office at the above address on all working days from 29-08-2017 to 12-09-2017 during office hours. Last date of submission of tender is 13-09-2017 upto 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.**