



TENDER FOR SUPPLY OF PREMIUM QUALITY TABLE DIARIES (2018)

GENERAL INSURANCE CORPORATION OF INDIA
Suraksha, 170, J. Tata Road, Churchgate, Mumbai - 400 020

TENDER NO: 2017-18/14

Date of Issue: 15th September 2017

Date of Pre-bid Meeting: 25th September 2017

Last Date of Submission: 16th October 2017 at GIC Re, Suraksha, 2nd Floor on or before 13:00 Hrs

Date of Opening Technical Bid: 16th October 2017 at same place at 15:00 Hrs

Date of opening Price Bid: 23rd October 2017 at same place at 15:00 Hrs

EMD Value INR 1,00,000/- (Rupees One Lac Only)

NOTE: PRESENCE IN PRE - BID MEETNG IS MANDATORY ELSE, TENDER WILL BE REJECTED

GIC Re

Supply of Premium Table Diaries – 2018

The General Insurance Corporation of India (GIC Re) having its registered office at 170, Suraksha, J. Tata Road, Churchgate, Mumbai 400 020 is inviting bids from well-established and reputable Printers having ***an office in Mumbai/ Navi Mumbai/Thane*** and have in-house facilities for design & layout and Production, offset and colour printing, drum scanning, system work and all auxiliary facilities like folding machines, sewing machine, case making machine, etc. for printing of its Premium Table Diaries for the year 2018.

Procedure for submitting tender:

The tender should be submitted in two parts viz. Part I (Technical Bid) and Part II (Financial Bid) in two separate covers which are to be sealed and put together in a master envelope super scribed with the words “Tender for supply of Premium Table Diaries-2018”

Part - I

TECHNICAL BID

- a) The bidder / its authorized signatory shall furnish the following documents duly signed apart from acceptable proof of satisfying the prequalification criteria (See Annexure II).
- b) Bidder/Firm/company profile specifying Annual Turnover during last 3 years (Audited profit & loss account and balance sheet for last 3 years shall be submitted)
- c) Details of Similar jobs executed in the past 3 years along with the quantum and value of the job, names and addresses of the clients for whom the jobs were executed (please submit copies of purchase orders).
- d) Copies of satisfactory work completion certificates from the above clients
- e) Paper to be used for printing of the items for which rates are quoted as per quality of paper ***including Graining*** mentioned in the Technical Specifications.
- f) Demand draft of INR 1,00,000/- (One Lac only) drawn in favour of General Insurance Corporation of India, payable in Mumbai, on any scheduled bank towards Earnest Money Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the

tender or within 90 days from the date of opening Technical Bid, whichever is earlier.

g) **Tender without EMD will not be considered and shall be rejected.**

- h) GST Registration number, permanent account number (copies to be attached)
- i) Declaration as per Annexure III on letterhead of the bidder that it has never been involved in any illegal activity of financial frauds.
- j) Declaration as per Annexure III on letterhead of the bidder that they have not been Black Listed by any of the Govt. / PSUs.
- k) Signed copy of the terms and conditions (Annexure-I) stipulated in the tender document along with the tender document.
- l) All the pages of the Tender duly signed along with the letter of the bidder on his letter head applying for the tender.
- m) Undertaking to the effect that in case the bidder withdraws bid/fails to accept/execute the work order for any reason, EMD & Security Deposit will be forfeited by Corporation as penalty. In that event GIC Re may decide to debar/blacklist the concerned bidder and the decision will be final and binding on all concerned.
- n) It may be noted that tenders/bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.
- o) Technical Bid shall not contain any copy /original Financial Bid.
- p) Documents mentioned above from (a) to (o) may be submitted in serial order.

Part - II

Financial Bid

Financial bid shall be furnished separately as per the format given in Annexure A. The financial bid will be opened subsequently after short-listing the successful bidders based on technical bids and subject to the following conditions.

- a) Bidders shall satisfy pre-qualification conditions (Annexure II) to qualify in the Technical Bid.

- b) GIC Re reserves right to call for further information or any missing information from any of the bidder/s. Corporation also reserves the right to decide on the omission of the participating bidders based on Technical qualifications, without giving explanation to any one of the participants or any other parties and also exclude them on the basis so decided by the Corporation to participate in the financial bid.
- c) **On opening of the financial bid, L1 bidder will be decided on the basis of total cost for supplying the quantity of 3,300 of Premium diaries. The per diary rate for Premium diary submitted by the L1 bidder will be the base price for executing the order.**
- d) The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The Corporation also reserves the right to cancel the tender without assigning any reason. The decision of the Corporation in this regard shall be final, conclusive and binding on the bidders.
- e) RATES (to be quoted both in figures & words): The bidder is required to quote Per Premium Diary. Rate so quoted should include total cost of finished product. The rate should be inclusive of all Taxes. No separate/additional payment other than the above quoted Per Premium Diary will be made by us.
- f) Rate so quoted will be applicable for delivery of Premium Table Diary to the Office of GIC Re, Mumbai., as per Annexure – B i.e. the rate quoted by the bidder will hold good for delivery of the finished product.
- g) Interested bidder should necessarily quote for total quantity.
- h) Validity of the Rates: *The rates quoted should be valid till the completion of delivery of all the ordered quantity. **The validity period for this purpose shall be till December 2017** so that if any interim need arises Corporation may order accordingly.*

INSTRUCTIONS FOR TENDERING

- I. Before submitting the Tender, the bidders are required to examine carefully the Tender Documents, Terms & Conditions of Assignment and Specifications. In case there appears to be any ambiguity, the same should be discussed in pre-bid meeting.

- II.** The Tenderer/bidder shall complete the annexed forms of the Tender documents called for therein and shall sign with date all the documents. **The Tenderer/bidder or its authorized signatory shall sign on all the pages of Tender document.**
- III. The Tenderer/bidder shall indicate the name, designation and address with telephone number/fax number, etc., so as to enable the Corporation to serve the notice regarding the tender, if any.
- IV. The tenderer/bidder shall submit the documentary proof for qualifying requirements in the same order as mentioned in the Tender Document. Irrelevant documents or documents which are not required in the Tender should not be submitted.
- V. The Corporation is not bound to accept the lowest Tender and has the right to reject any Tender without assigning any reason or whatsoever or select any bidder who meets the printing requirement. In such circumstances, the Corporation shall reserve the right to re-issue the Tender if required, while the tenderer/bidder shall not have a right to object to such re-issue. Further Corporation reserves the right to issue any corrigendum in respect of the above Tender.
- VI. The Corporation reserves the right to extend the validity period of the Tender to a date as may be convenient to it.
- VII. The Corporation reserves the right to seek clarification/additional documents, if required.
- VIII. The bidders have to submit an integrity pact, if necessitated, along with the tender.
http://gicofindia.com/index.php?option=com_phocadownload&view=category&download=45:in

Tenders placed on GIC Re's web site for printing and delivery of Premium Table Diaries for the year 2018, as specified under, subject to the Terms and Conditions attached, forming part of the tender.

Specifications of the Premium Table Diary - 2018

SIZE OF THE DIARY (excluding case board)	24.5cmsX18.5 cms (closed) 37.0 cms X 25.0 cms (open)
NO. OF PAGES (Including End pages and Cover)	316

PAGINATION OF PREMIUM TABLE DIARY - 2018

Sr. No.	Subject	No. of Pages
1.	Information related to GIC Re	6
2.	Personal Information	1
3.	Details of Top GIC Re Officials	5
4.	World Time Chart	1
5.	ISD, STD & Time Chart	6
6.	Maps of India and World	8
7.	Month at a Glance	13
8.	Day & Date pages	272
9.	Telephone Index	4
	TOTAL	316

NOTE: The above pagination may differ at the time of actual placing order as deemed necessary. The corporation's decision will be final in this regard.

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GIC Re

PAPER / BOARD

A. Cover	PU material of International brand to be used. Cover Material: Leatherier / PU Manufactured by, Material Specification & Colour Code: AS PER THE SAMPLE SHOWN IN PRE- BID MEETING. Stitching: Double Stich along the edges of the cover
B. First and End Pages	Size: 36 cm x 24cm Quality: "A" Grade Art Paper - 170GSM Shade: White Substance: ART Paper. Brightness: White Printing: 2 colour
C. Text pages	Quality: "A" Grade Shade: Buff Colour Substance: Maplitho Paper with Grain Finish - 70GSM (<i>+/-10% variation in GSM is allowed post Graining, As per BIS IS 1848 (2007) CHD 15</i>) Brightness: Off White Printing: 2 colour
D. Binding Board	KAPPA BOARD Thickness: 2 MM

BINDING PROCESS (HARD BOUND PROCESS) -

Binding Patti (Stiffer)

Either White binding cloth or Gauze pasted white paper should be used to the spine and it should be wider than the spine.

This Overhang alongwith the End Patti should be glued down to the case boards along with the End pages to link the spine of the book to the hard cover.

Synthetic Glue and other material of standard quality should be used for binding process so that Diary should not have smell or odour.

Stiffer will be as per Diary Thickness

Size of Diary Cover – 24.5 cm X 18 cm

Diary Lace – Golden Colour (**Metallic Book Mark**** with GIC Logo Branding) 52 cm

**** Metallic Book Mark is as per the sample shown during Pre- Bid Meeting**

GIC Re Logo and Year '2018' Blind Embossing on Diary Cover.

I) COVER AND BINDING:

Cover Material Hard Bound

The pages should be sewn on Auto or Semi-Automatic Sewing Machine. The case making should be done with Imported Foam of 2 mm (Density 32) both sides of the Hard Bound Cover.

Before proceeding for printing, the Printer should get dummy Diary approved from Office Services Department.

II) GUILDING:

The Text Pages will have three sided finish **EDGE GUILDING ON AUTOMATED OSCHNER 2000** or alike machine with imported good quality as per the sample shown.

III) WRAPPING & PACKING OF EACH DIARY:

Diaries should be Shrink Wrapped on Hugo Beak or alike Machine on a Polyolefine, Bopp & Pet and should be individually packed in White Back Duplex Board Boxes of 290 GSM.

IV) NAMES TO BE PRINTED :

Around 100 BILINGUAL names will have to be EMBOSSSED on front cover of Diary. These names will be sent to the Printer by our OFFICE SERVICES DEPARTMENT.

V) PACKING IN CORRUGATED BOXES :

20 Diaries, each Shrink Wrapped and packed in Duplex Board Box as mentioned above, should be packed in the new Corrugated Boxes of 5 (five) ply thickness with tear strength not less than 20 (twenty).

Other Specifications & Instructions:

- I. Approved layout and design of Day and Date pages will be provided by OSD. The positive print file for CTP will have to be made by the Printer.
- II. The pagination is as per page no 06
- III. The time schedule to be followed is as per enclosed **Annexure 'B'**
- IV. It will be the Printer's responsibility to get the Sample Diary approved before proceeding for the final printing, within the shortest possible time frame so that Time Schedule mentioned in Annexure 'B' is strictly maintained.
- V. The Printer will have to return the Positives / CD of Print File and Open File to our O.S. Department after the job is over.

VI. RATE:

The bidders are required to **quote rate per diary including all Taxes, Forwarding and Packing charges, Incidentals etc.** No additional payment, other than the per Premium Diary rate quoted, will be made by us. It may be noted that all above material is to be procured by the Printer and finished Diaries with packing as detailed above are to be delivered to the Head Office in Mumbai as referred in Annexure - B. **The quotation should be unconditional. Interested Printer should compulsorily quote for printing of total quantity of 3300 Nos. of Premium Diaries - 2018. Successful Printer will be selected on the basis of cost involved for printing of total 3300 Premium Diaries.**

VII. MATTER:

Matter to be printed (with instructions for printing) will be sent to you by our Office Services Department in the form of pdf file along with digital proof which **includes Art Work; All matter CD's & Name Files.**

VIII. The Bidders will have to prepare positives at their cost.

- a) Final approval will be given by OS Dept. on **submission of proofs/sample diary.**
- b) Bidder should maintain adequate stock of paper, PVC coated paper and mill board required for printing of Table Diaries. After submission of

quote and finalization of the tender, if there is rise in the paper/PVC coated paper/mill board cost or any other raw material which is deemed to be used in the printing of diaries, **no rise in the rates will be given.**

IX. Paper Quality Testing: Our officials from Office Services Department will undertake **pre-dispatch inspection of the quantity ready for dispatch at printer's premises.** At that time, the officials will collect sample of various papers and board used in the production of Diary. *The sets of samples will be sent to government paper testing laboratory. Based on the test results, penalty for deviation in the specifications of papers and board used in the production of Diaries if any, will be calculated accordingly.* Decision of the Corporation in this regard will be final. **For the above test and calculation BIS standards IS:1060 part I/III are implemented.** **The bidder may note that the final invoice is to be raised only after the testing is complete. OS department will inform the bidder about the same.**

X. EXECUTION, COMPLETION/DELIVERY:

As soon as the pdf Files are received by you, you will be required to prepare the positives at your cost and the printed matter should be got approved from our O.S. department so that printing of approved portions and of complete forms can be started and completed in such a way **that the entire job of printing followed by complete dispatches should be over by 08.12.2017** positively. It will be the Bidder's responsibility to get the printed sample approved from our O.S. Dept. within shortest possible time frame so that the TIME SCHEDULE mentioned above is strictly maintained. Non-approval of proofs due to shortcomings in expected print quality will not be accepted as an excuse for any subsequent delay.

XI. EXCESS SUPPLY:

Care should be taken not to affect any excess supply and under no circumstances payment will be considered for excess supply unless specifically ordered by GIC Re.

XII. OTHER CONDITIONS & REQUIREMENTS :

- a) It shall be printer's responsibility to ensure that the printing order is executed as per our specifications in the order. Any failure on your part in adhering to our specifications and time schedule, thereby leading to inferior quality of printing, binding, or delay in supply, etc. shall attract penalty for damages caused to the image and goodwill of the Corporation in the market. Penalty will be levied depending on the

quantum of the inferior quality product and Terms & Conditions of the Tender (enclosed Annexure I) forming part of this enquiry. In addition to that, in that event, GIC Re may decide to debar / blacklist the concerned printer and the decision will be final and binding on all concerned.

- b) In any case, our printing and binding job should not be outsourced except as permitted by GIC Re. If after placing order it is revealed that the job has been outsourced, it will be viewed very seriously and stern action like separate financial penalty and / or blacklisting of firm will be initiated against the printer.
- c) The delivery of 3300 Premium Diaries should be as per the instruction given in Annexure 'B' and should be **completed by 08.12.2017**. Prior intimation regarding delivery should be given.
- d) The material to be supplied should be strictly as per the specifications mentioned in the tender.
- e) **Non-conformities between the figures and words of the Quoted Prices –**

Sometimes non-conformities/errors are also observed between the quoted prices in figures and that in words. The same is to be taken care of as indicated below:

- a. If, in the price structure quoted for the required diaries there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price will stand corrected accordingly, unless in the opinion of the GIC Re there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price will stand corrected accordingly.
- b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected accordingly.
- c. If there is a discrepancy between words and figures the total in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d. The decision taken by GIC Re will be final and it will be binding on the Bidder.

f) ARBITRATION

In the event of any question, dispute or difference arising under this agreement or in connection there-with whether before or after the determination, abandonment or breach of the Contract except as to matter the decision of which is specifically provided under this Contract, which cannot be settled amicably by negotiation, the same shall be referred to sole arbitration of the GM, Office Services Department of General Insurance Corporation of India, Mumbai by either party within 15 days of the failure of negotiation. In case his designation is changed or his office is abolished, then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the functions of the GM, OSD of General Insurance Corporation of India, Mumbai or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the GM or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by GM or the said Officer.

a. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. There will be no objection to any such appointment that the Arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such GM or the said Officer shall appoint another to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

b. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid, arbitration and Conciliation Act, 1996 and the Rules made there under, any modification thereof from the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

c. The venue of the arbitration proceeding shall be the office of the GM, OSD of General Insurance Corporation of India, Mumbai or such other places as the arbitrator may decide

XIII. E.M.D. TENDER FEES AND PERFORMANCE SECURITY DEPOSIT:

1. The Tenderer will have to enclose a **Demand Draft of INR 1,00,000/- (Rupees One lac only)** in favour of General Insurance Corporation of India, payable at Mumbai along with their quotation towards **Earnest Money Deposit (E.M.D.)**.
2. The Tenderer will have to enclose a **Demand Draft of INR 2000/- (Rupees Two thousand only)** in favour of General Insurance Corporation of India, payable at Mumbai along with their quotation towards **non-refundable Tender Fees**.
3. Once the tenders are submitted, no Tenderer will be allowed to withdraw the quotation on any grounds. In case of unilateral withdrawal, the Earnest Money Deposit of the Tenderer will be forfeited by us. The Earnest Money Deposit will also be forfeited in case the Tenderer refuses the order, if placed at quoted rates. This will be in addition to any other penalty / action that may be imposed.
4. The successful Tenderer will have to submit a **Security Deposit of INR 1,00,000 (One Lac Only) by a Demand Draft drawn in favour of General Insurance Corporation of India, Payable at Mumbai. EMD & Security Deposit of the successful bidder will be converted into Performance Security Deposit i.e. INR 2,00,000 (Two Lacs Only)** and will be released without any interest along with the final payment.
5. The Earnest Money Deposit of the unsuccessful Tenderers will be refunded without any interest only after finalization of tender or within 90 days from the date of opening of Technical Bid, whichever is earlier.
6. **Exemption from Submission of EMD / Tender Fee:** For vendors registered under MSME Act, 2006 the exemption may be allowed on submitting supporting documents like **Valid** NSIC registration certificate / MSE registration certificate issued by competent Govt bodies. Also, the certificate NSIC / MSE shall cover the items tendered to get EMD/Tender fee exemptions. Else, the tender is treated as incomplete and will be Rejected Out rightly.

XIV. Pre-Bid Meeting:

A pre-bid meeting of the interested bidders will be held on **25.09.2017** at 3.00 p.m. at the following address:

General Insurance Corporation of India,
170, Suraksha, J. Tata Road,
Churchgate, Mumbai 400 020

It is compulsory for the interested Bidders/tenderers to attend the pre bid meeting.

If felt necessary, GIC Re reserves the right to make amendments/changes in the tender. Those changes will be put on GIC Re's website, where the original tenders are uploaded. No separate communication to the bidders will be given in this regard. Hence, it is now bidder's prerogative to regularly check the tenders section of the Office Services Department in the website till the tender is finalized.

XV. Last Date of Submission

Tenders in full conformity with the aforesaid Terms and Conditions attached hereto and forming part of the tender, should be submitted in two parts, Technical bid and Financial bid in two separate envelopes super scribed as Technical Bid and Financial Bid. Both these envelopes should be placed in one envelope super scribed as "**Tender for supply of Premium Table Diaries 2018**" and addressed to:-

**THE ASST. GENERAL MANAGER
Office Services Department, 2nd Floor,
GENERAL INSURANCE CORPORATION OF INDIA,
170, "Suraksha", J. Tata Road, Churchgate,
MUMBAI - 400 020**

The tender should be placed in the Tender Box provided at the above address by 13:00Hrs on or before 16.10.2017.

NO BIDS WILL BE ENTERTAINED AFTER 13:00HRS UNDER ANY CIRCUMSTANCES.

It may be noted that the submission of the tender itself shall be construed as acceptance of all the Terms and Conditions of this tender by the bidder.

The tenders will be opened on 16.10.2017 at 15:00 Hrs at the above address. One representative of the bidder, if they so desire, may remain present on the stipulated date and time.

Interested bidders may submit their bid considering their capacity to supply total quantity of Premium Table Diaries taking into account the above-mentioned time schedule for all printing jobs from date of final approval by OS Department and completing the dispatches, i.e. by 08th December 2017.

XVI. Cancellation:

Corporation reserves right to cancel / terminate the contract by giving 30 days' notice to the bidder without assigning any reasons thereof.

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ANNEXURE I

TERMS AND CONDITIONS OF THE TENDER

1. The tender along with the Demand Drafts for EMD and Tender Fees should be sent to us, so as to reach us on or before the tender due date and time. The tender received after specified date and time, shall not be accepted.
2. Each page of the offer should be signed by the bidder. Also, any correction to be duly signed by the bidder.
3. The description and specification of the item to be supplied, be noted carefully, and the offer should be strictly in accordance with the same.
4. Finished product should be as per our specifications only.
5. Conditional offer shall not be accepted.
6. No alterations either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles shall be allowed unless previously ratified by the Corporation, in writing.
7. Please note that the offer should be kept open for minimum period of 90 days from the due date of opening of the tender.
8. The bidder should specify the full address of the Unit.
9. Bidder is required to submit final proof of Diary for approval to O . S . Department of GIC Re. If it is found that the Press is unable to arrange for approval after submission of two consecutive proofs, or if, it is found that the Press is unable to carry out the instructions given, the order may be withdrawn by the Corporation, in which case, the Corporation shall not be liable for payment of damages or compensation but the bidder shall, in such an event, be liable to make good any extra charges, the Corporation may incur in getting the job done by another Press/vendor/bidder.
10. All deliveries must be made as per our instructions given in the Printing Order.
11. **(a)Liquidated damages for delayed supplies** - If the bidder fails to comply with the provisions of the Clause regarding the delivery on or before the specified date or within such extended time as the Corporation may grant at its discretion, it shall pay to the Corporation, liquidated damages at the following rates :

WEEK	LIQUIDATED DAMAGES
1 ST WEEK	10% of the outstanding order value
2 ND WEEK	20% of the outstanding order value
3 RD WEEK	30% of the outstanding order value
4 TH WEEK	50% of the outstanding order value
5 TH WEEK	Entire amount may be forfeited or as decided by Corporation.

In addition to above, GIC Re of India may also decide to debar/blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks GIC Re of India reserves to right to reject the delivery apart from forfeiting the entire amount.

(b)Recovery towards short supplies / damaged supplies - In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the bidders. Recovery will be calculated as per the quoted price of Diaries. In addition, the bidder shall also be liable to pay damages and compensation as decided by the Corporation for the loss of image and goodwill of GIC Re.

(C)Penalty for deviation in the specifications - After the supply is delivered, it is found that the supply does not conform to the specifications i.e. specified quality of the paper/board, quality of printing, binding, finishing, packaging etc., such supply may be rejected at the bidder's cost and the total amount for the rejected supply shall be recovered from the bidder. In the event of non-compliance with the specifications and tender conditions, or for any complaint about the quality of the Diaries leading to loss of image and goodwill of the Corporation, the bidder shall be liable to pay damages and compensation as decided by the Corporation **up to 15% of the total order value.**

The penalty is levied as follows:

Deviation Percentage	Amount of penalty levied
Up to 10%	05% of the order value (excluding paper)
11% to 15%	10% of the order value
16% and above	15% of the order value

In case of gross failure to comply with work order, resulting in to loss of image and goodwill of the Corporation, ***Corporation reserves the right to impose additional penalty up to 5% of the work order at its sole discretion.***

Further, GIC Re, after providing reasonable opportunity to the bidder to present his case, may decide to debar / blacklist the concerned bidder and the decision of the Corporation shall be final and binding on the bidder. The above imposed penalty for specifications and/or loss of goodwill will not be disputed by the bidder.

For the deviation calculation purposes BIS specifications will stand and GIC Re's decision will be final in this regard.

12. Items rejected as damaged after the receipt will have to be taken back by the bidders at their risk and cost. Such damaged lot should be shredded and treated as scrap by the Bidder.
13. No advance payment will be made till the order is fully executed.
14. Any tender not in compliance with the above terms and conditions and the specifications shall be liable to be rejected.
15. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification conditions will not be considered and will be rejected forthwith.
16. TDS as per rules will be effected while settling the payment.
17. The Corporation does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever.
18. Any billing linked to corporation's assets / revenue will disqualify the bidder.
19. No order or billing payment on any other sister concern/associate company will be released by the Corporation. Outsourcing/subcontracting of the printing/binding work will not be permitted.
20. Any dispute arising out of or relating to this tender shall be deemed to have arisen at the headquarters of the Corporation's Office placing the order i.e. Mumbai and shall be subject to adjudication by a Court in Mumbai only.

I / We accept the above conditions

(Signature & Seal of the Bidder)

Date:

Place:

PRE-QUALIFICATION CRITERIA

A list of Qualifying Requirements and the supportive documents that need to be submitted by the bidder is given below. Any bidder not complying with any of the following qualifying requirements or not submitting any of the documents shall be summarily disqualified. Only those bidders who satisfy all the qualifying requirements and submit requisite documents will be eligible for opening of their financial bid.

- I. The bidder should have good reputation in business for supplying quality products with operations in India.
- II. The bidder should be in business for at least 3 years. (Certificate of incorporation and updated certificate under **Shop and Establishment Act / Valid Factory License** to be enclosed with Technical Bid).
- III. The bidder should have a total printing business Turnover of at least **Rs. 1 Crore during any one of the preceding three years.** (Submit copy of the P&L account and Balance sheet)
- IV. **The bidder should be able to demonstrate ability to handle high volume order for printing of diaries. The bidder should have executed at least one individual order of 2500 quantity of table diaries or 2000 quantity of two individual orders or 1600 quantity of three individual orders during in any of the last three years. (Submit order copies).**
- V. The bidder shall have a clean track record and they shall not have any involvement in illegal activities or financial frauds. Tender must be accompanied with declaration to this effect on letterhead of the bidders. Tenders without declaration will not be considered and will be rejected forthwith.
- VI. The bidder should submit declaration on their letterhead that they have not been Black Listed by any Govt. / PSU's. The bidder who is black listed, or temporarily debarred (during the debarred period) need not apply and will not be considered for this contract.
- VII. The bidder should have capacity to complete delivery of the ordered quantity within the allotted time schedule.
- VIII. The bidder shall submit Earnest Money Deposit of INR 1,00,000/- (Rs. One Lac Only) by way of Demand Draft drawn in favour of General

Insurance Corporation of India payable at Mumbai issued by any Scheduled bank. Any bid without EMD will be rejected.

- IX. The bidder will have to submit a Demand Draft of INR 2000/- (Rupees Two Thousand only) drawn on Scheduled Bank in favour of General Insurance Corporation of India, payable at Mumbai, towards non-refundable tender fees. Any bid without tender fees will be rejected.
- X. The bidder should have capacity to do all types of bindings in-house: Punching and binding etc.
- XI. The bidder should submit the copies of their Income Tax Returns for last 3 years.
- XII. The bidder should comply with the provisions of Child Labour Act. A declaration regarding non-employment of child labour is to be submitted on bidder's letter head.
- XIII. The bidders have to submit an integrity pact, if required or necessitated, [.http://gicofindia.com/index.php?option=com_phocadownload&view=category&download=45:in](http://gicofindia.com/index.php?option=com_phocadownload&view=category&download=45:in)

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**QUESTIONNAIRE TO BE COMPLETED BY THE BIDDERS AS A PART
OF TECHNICAL BID FOR SUPPLY OF PREMIUM TABLE DIARIES**

PART A : GENERAL INFORMATION

1. Name of the Press (in block letters)
2. Date of Establishment / Incorporation:
3. Address & Telephone No. of the Unit and e – mail address
(In case of multiple units, details for every unit should be furnished separately)
4. Address of Office (If separate): and Telephone Number
5. Address of the Godown (If separate): and Telephone Number
6. Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.
7. Names of Proprietor/ Partners / Directors:

8. Names of Chief Executives with their: present addresses & Telephone Nos. (landline and Mobile)
9. Names and Phone Nos. of Representative (s), indicating designations who would be calling on us & attending to our jobs:
10. Names of Bankers with addresses & Telephone Nos.
11. Details of registration under Shop & Establishment Act / Factory License – whichever is applicable (submit copy of the documents)
 - (a) Date of Registration:
 - (b) license No.:
 - (c) Date of last renewal of license:
 - (d) Validity of License up to:
12. Details of registration under the GST and PAN (submit copy of documents)
13. State the latest income tax assessed year & the amount of tax assessed. (Copies of I.T. Returns for last 3 yrs. to be attached)

14. Mention the Annual Turnover of the firm for the ***last 3 financial years*** (copies of P&L A/c and balance sheets For the last 3 years to be attached) (If the accounts are finalized the bidder can submit details of annual turnover for the year 2016-2017 also with copies of P&L A/c)
15. Whether all the Statutory requirements as directed by Government authorities are fulfilled ?
16. Business Premises:
 - (a) Whether owned or rented :
 - (b) Area in Sq. ft. of
Office :
Press :
Godown :
17. Whether you have worked for at least 1 Public Sector or Govt. Undertakings or both During last 3 years? If Yes, (attach Purchase Order copies)
18. Details of printing jobs undertaken during any of the last 3 years (Attach Purchase Orders / Purchase Completion Certificates)
19. Do you carry stocks of papers and other material?
20. Whether Declaration regarding complying with the Provisions of Child Labor Act is submitted?
21. Whether you can undertake English to Hindi Translation (Bilingual Printing)
22. Whether you have Hindi Proof Readers?

PART B : TECHNICAL INFORMATION

A. PRINTING MACHINES :

TABLE DIARY

1. No. of printing machines (sheet-fed machines) (specify 2 colour / 4 colour separately)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

Speed

a.

b.

c.

2. No. of Web-based printing machines (specify no. of colours)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
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Speed

a.

b.

c.

Whether the above web machines have facility for – Folding.

3. List of Section Sewing machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
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Speed

a.

b.

c.

4. Case-making machines (Automatic/Semi-automatic)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

Speed

a.

b.

c.

5. List of other machines:

(Automatic / Semi-automatic machines generally used for Diaries)

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
--------------------	------------------------	------------------------	---------------------------

Auto/Semi auto/ Manual

a.

b.

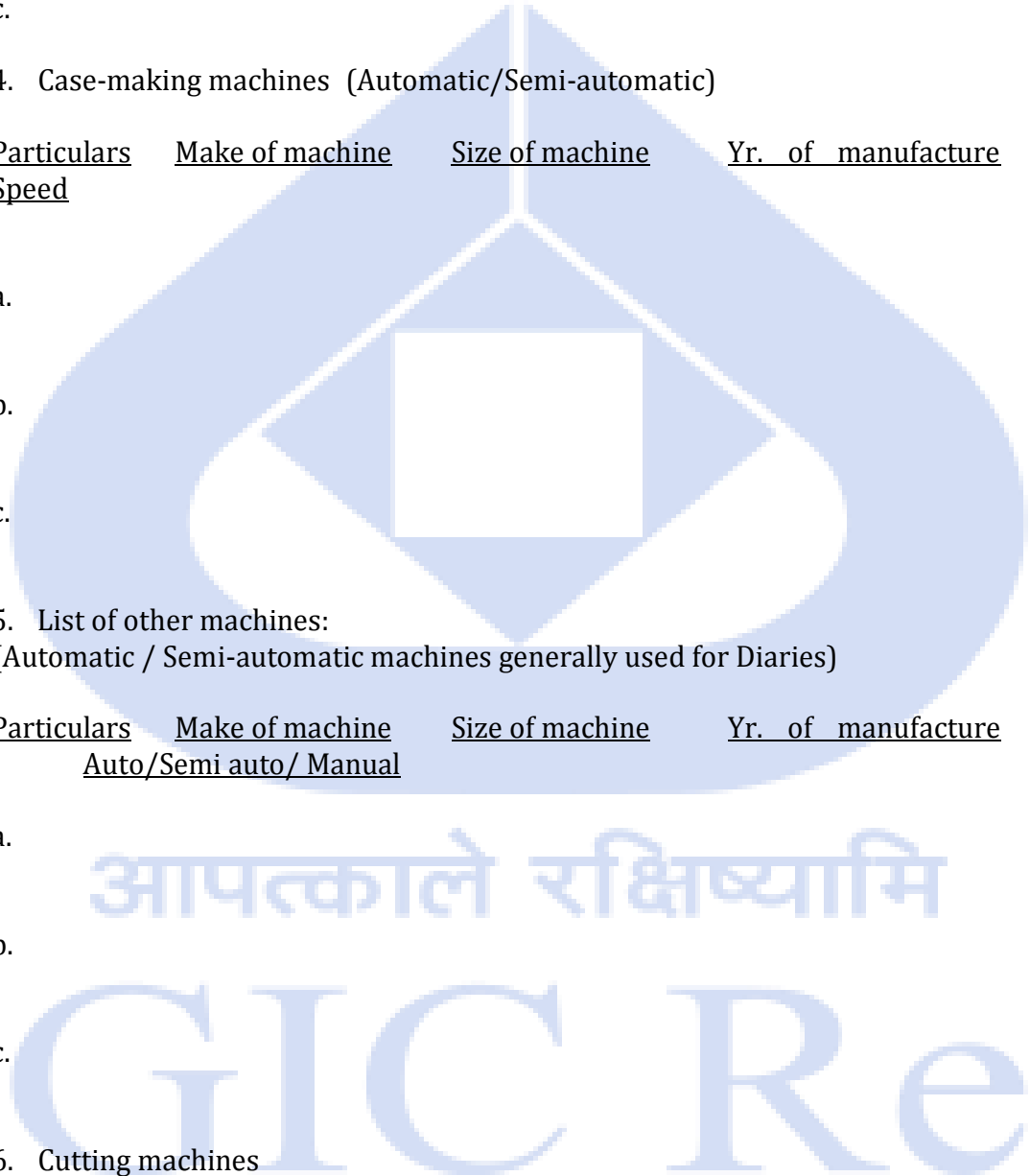
c.

6. Cutting machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture-</u>
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Auto/Semi auto/Manual

a.



b.

c.

7. Punching machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>
- Auto/Semi auto/ Manual			

a.

b.

c.

8. Folding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>

a.

b.

c.

9. Guiding Machines

<u>Particulars</u>	<u>Make of machine</u>	<u>Size of machine</u>	<u>Yr. of manufacture</u>

a.

b.

c.

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10. Embossing / Debossing Machines

Particulars Make of machine Size of machine Yr. of manufacture

a.

b.

c.

11. Shrink Wrapping Machines

Particulars Make of machine Size of machine Yr. of manufacture

a.

b.

c.

Other Facilities :

12 Do you have independent DTP Section?

13. Do you have independent C.T.P.?

14. Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.

15. Has your company been under litigation or any action has been initiated by any authority for violation of any provisions of law, or have you been blacklisted by any Organization ? (If yes, give details)

**Undertaking to be furnished on the letter head of the
Bidder/Firm/Company**

The Asst. General Manager,
General Insurance Corporation of India,
O.S. Department,
"Suraksha", 170 J. Tata Road,
Churchgate, Mumbai – 400 020.

Dear Sir /Madam,

Sub: Supply of Diaries for GIC Re for the year 2018

1. I/We have read and understood the terms & conditions of the above referred tender for the supply of Diaries for GIC Re.
2. 1. I/We fulfill all the prequalification criteria mentioned in the referred tender document and enclose a Demand Draft Nos._____ &_____ dated_____ &_____ of Rs._____ & Rs._____ towards EMD and Tender Fees.
3. I/We offer to undertake and complete the work in conformity with GIC Re's requirement and the terms and conditions set out for the same.
4. I/We agree to abide by the referred tender for validity of rates as mentioned in the tender and terms and conditions.
5. I/We confirm that I/We have in-house facility and our machinery is capable of printing and designing the diaries as per the specification required by GIC Re.
6. I/We hereby confirm to follow and abide by all instructions as laid down by GIC Re in tender document.
7. I/We note that GIC Re is not bound to accept the lowest or any other tender that may be received by it.
8. I/We agree to print diaries strictly confirming to the quality of paper mentioned in the tender enquiry.
9. I/We further agree to pay the Penalty/liquidated damages as mentioned in the tender.
10. I/We hereby bind my/our self that GIC Re has the right, without assigning any reasons thereof, to

- i) Reject, amend and modify their offer/service as mentioned in the tender.
 - ii) Terminate this Tender Process.
 - iii) Make no award to any of the Participants and/or recommence the entire process.
 - iv) Contract with one or more Participants for reasons other than the lowest price.
 - v) Modify the requirements and terms of this Tender Document and request revised proposals from some or all of the Participants/Bidders.
 - vi) Cancel the allotted work order/award.
 - vii) Forfeit the EMD in the event of withdrawal of bid/ any evasion, refusal to undertake the job/service or delay on my/our part to sign and execute the order.
11. I/We shall unconditionally and irrevocably, (jointly and severally in case of partnership concern) indemnify the GIC Re against any claims, losses, costs, actions, suits, damages and or otherwise arising due to or on account of bidder's violation of any terms and conditions of this bid/tender, violation of trademarks. Patents, copyrights and Licenses or any law, act and/ or rules/ regulations including customs, foreign exchange etc. and shall always keep the GIC Re, it's officers, directors and employees, indemnified at all times, from and against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that the GIC Re may incur by reason of any action, proceedings which may be brought by or taken against the GIC Re, by anybody including the customers for anything of any nature whatsoever. This clause shall survive the termination of this Agreement for any reason whatsoever.
12. I/We shall irrespective of my/our participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times and agree that I/we shall hold in trust any confidential information/logo/mark/design received from GIC Re under this bid/tender and the strictest of confidence shall be maintained in respect of such confidential information and shall not disclose to a third party any such confidential information or the contents of the referred bid/tender without the prior written consent of GIC Re. Further, upon termination of the referred bid/tender, confidential information shall be returned to GIC Re and/or shall be permanently deleted from our computer/system or destroyed, if incapable of return.
13. I/We declare that we have all necessary registration under various taxation laws required for manufacture and supply of Diaries. We undertake that on supplying the Diaries to GIC Re, if any tax related issues arise, we will be answerable and will be liable to comply to the authorities.

14. List of documents attached with the tender.
Details of Tendering Bidder/Firm/Company
15. Name: _____
Registered Address: _____
Website Address: _____

Print Shop Address (from where diaries will be printed)

Details of Authorized contact person

Name: _____
Designation: _____
Phone No: _____
Mobile No: _____
Email Address: _____
Fax No: _____

Dated day of 2017

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(Signature of the authorized person of bidder)

(Name and address of the bidder in Block capital letter) (Seal of the company)

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FINANCIAL BID (TO BE SEALED IN SEPARATE ENVELOPE)

GENERAL INSURANCE CORPORATION OF INDIA (GIC Re)

QUOTATION FOR SUPPLY OF PREMIUM TABLE DIARIES (2018)

Job description Supply of 3300 Premium Table Diaries	Rate per Diary (inclusive of printing charges, GST, Packing and Forwarding charges)
Cost of Printing per Premium Diary <i>NOTE: The bidder will have to submit the bid considering the supply of whole quantity of Premium Diary</i> <i>The bidders will have to prepare positives at their cost.</i>	Rate in (Rs.) per Premium Table Diary Total cost for printing 3300 diaries (all Inclusive)

Date:

Signature and Seal of the Bidder

Place:

Time Schedule-Printing of Premium Diaries 2018

1. OS Dept. will provide CDs of opening pages & approved layout and design of Day and date pages to the approved printer within 3 days of approval of the printer by OS department.
2. Printer has to submit the following within 7 days of issuing Purchase Order.
 - a) Specimens prints of layout plan for day and date pages.
 - b) Typesetting of general information pages. Specimen of these pages is enclosed.
 - c) Any other requirements felt necessary by **OS department** will be complied by the printer immediately.
3. Approval of the 1st proof by **OS** department within 3 days of receipt from the printer.
4. Submission of final proof within 2 days by the printer after receipt of corrected proof.
5. Approval of the final proof by **OS** department within 3 days.
6. Submission of dummy diary by the printer within 7 days after receiving the final proof.
7. Approval of dummy diary by OS department within 3 days of receipt of the dummy diary from the printer.
8. Delivery of diary shall start immediately on sufficient quantity of diaries being ready for dispatch and all the dispatches should be completed by 08.12.2017.

DELIVERY OF ENTIRE LOT IN THE SAID MANNER OF PACKING TO BE DELIVERED AT:

GENERAL INSURANCE CORPORATION OF INDIA,
170, SURAKSHA, J. TATA ROAD,
CHURCHGATE, MUMBAI - 400 020.

It will be the Bidder's responsibility to ensure that supply of Diaries to our Offices are made in time and in case of delay, the Bidder will be liable to pay liquidated damages as per **Clause 11 (a) Annexure 1**, as detailed below :-

WEEK	LIQUIDATED DAMAGES
1 ST WEEK	10% of the outstanding order value
2 ND WEEK	20% of the outstanding order value
3 RD WEEK	30% of the outstanding order value
4 TH WEEK	50% of the outstanding order value
5 TH WEEK	Entire amount may be forfeited or as decided by corporation.

In addition to above, GIC Re may also decide to debar / blacklist the concerned bidder for delayed supplies and the decision of the Corporation will be final and binding on all concerned. In case of delay of more than 5 weeks, GIC Re reserves the right to reject the delivery.

Important Dates	
Date	Description
15.09.2017	Date of Publishing Advertisement
25.09.2017	Pre-Bid Meeting
16.10.2017	Last date of Submission of Bids
16.10.2017	Opening of Technical Bid
23.10.2017	Opening of Financial Bid
25.10.2017	Issuing Purchase order to L1 Bidder
27.10.2017	Matter files to be sent to L1 Bidder (Art Work, Bilingual names etc.)
10.11.2017	Approval of Sample Dairy
08.12.2017	Completion of Delivery

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