



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.
Regd. Office: Plate B & C, 5th Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023

TENDER DOCUMENT

FOR
DESIGN & EXECUTION
(PRINTING, BINDING, PACKING AND DESPATCH TO HO/ROs)
OF
EXECUTIVE DIARY
FOR THE NEW YEAR 2019

कृषक यत्न रक्षणम्

TENDER NO.: 2018-19/M&P/02
DATE OF ISSUE: 20.09.2018

PRE-BID MEETING: 03.10.2018 AT 1500 HOURS

LAST DATE FOR SUBMISSION OF BIDS
11th OCTOBER 2018 UPTO 1300 HOURS

For any clarification, please contact:

Marketing & Publicity Department
Plate B & C, 5th Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023
Phone: 011-20815049



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// PLEASE READ CAREFULLY //

Agriculture Insurance Company of India Ltd. (AIC) having its Registered Office at Plate B & C, 5th Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023, invites Sealed Tenders (2-part sealed Bid, i.e. Technical & Financial) from **Offset Printers** for Design & Execution (Printing, Binding, Packing & Despatch to HO/ROs) of **Executive Diary - 2019**

1. **TENDER PROCEDURE**

The **TENDER** submission shall consist of the following:

ENVELOPE-1 (Technical Bid) - Technical Bid shall contain the following in a **sealed envelope** super scribed "TECHNICAL BID: DIARY - 2019":

- a) Tender document signed on all Pages with rubber Stamp, signifying the acceptance of Terms and conditions of the Tender.
- b) One Dummy Diary as per specifications mentioned in this tender
- c) Details/documents as per Annexure - 1
- d) Undertaking as per Annexure - 2

ENVELOPE-2 (Tender Fee & EMD): open envelope

- a) Demand Draft of Rs. 2,000/- (Two Thousand only) in favour of "Agriculture Insurance Company of India Limited" payable at New Delhi, as non-refundable tender fee, in an open envelope.
- b) Demand draft of INR 50,000/- (Fifty Thousand only), drawn in favour of "Agriculture Insurance Company of India Limited" payable at New Delhi, 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.

ENVELOPE-3 (Financial Bid): Financial Bid to be submitted in a **sealed envelope** super scribed "FINANCIAL BID - DIARY - 2019" containing **Annexure - 3**

Financial Bid shall be inclusive of all components of Design and Execution including Material, Printing, Binding, Packing, Despatch, Insurance, taxes etc.

Unit Rates are to be filled in the figures as well as in words. In case of any discrepancy between the two, the Unit Rates written in words shall prevail.

All the 3 Envelopes shall be submitted in 1 overall cover super scribed "AIC-DIARY-NY2019-TENDER SUBMISSION".

Please note that:

- ✓ Tender submitted without ALL the above shall be rejected summarily.
- ✓ The Tender shall be addressed to Deputy General Manager, Marketing & Publicity Department, Agriculture Insurance Company of India Ltd, Plate B & C, 5th Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023
- ✓ The Tender must reach LATEST by 1300 hours on 11th October, 2018. AIC SHALL NOT accept any responsibility for Tenders lost in transit.



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2. **SCOPE OF WORK**

The Scope of Work covers the entire Design & Execution (including Material, Printing, Binding, Packing, Despatch to respective Office addresses, Insurance, etc. to Head Office & 18 Regional Offices) of EXECUTIVE DIARY – 2019, within the prescribed Time Schedule.

Our HO is at New Delhi, and the 18 ROs are located in major cities. The destination details are as per **Annexure - 4**.

It would be Printer's responsibility to successfully deliver Executive Diaries in mentioned locations. AIC is not liable to pay any unloading/lift charges.

The items supplied under the contract should be fully insured by the Awardee Firm against loss or damage incidental to the manufacture or acquisition, transportation, storage, despatch and delivery. The period of insurance shall be from the date of Award upto the date the supplies are accepted by our Offices and the rights of the property are transferred to the purchaser. The insurance shall be obtained by the Awardee Firm, naming Agriculture Insurance Company of India Ltd. as the beneficiary, for an amount equal to the value of the items.

3. **ELIGIBILITY CRITERIA FOR BIDDERS:**

Following is the minimum (compulsory) eligibility criteria for the Bidder:

- a) 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).
- b) The Bidder's Printing Business turnover should be more than Rs. 5 crore (Rupees Five crore) during each of the previous 3 financial years (2014-15, 2015-16 and 2016-17).
- c) The Bidder should have successfully completed a single order of printing of Diaries of minimum Rs. 12 Lakh during any of the previous three years (2014-15, 2015-16 and 2016-17).
- d) Printing Facility should be located at Delhi/NCR for ease of monitoring and inspection.
- e) The Bidder should have State of Art offset process printing setup with Automatic cutting stitching and folding machines, Auto binding units under one roof in Delhi/NCR. Evidence to that effect is to be enclosed with the Tender Application. Inspection on the said facility may be verified by a nominated representative of the Company before the order is placed.
- f) The Bidder should not have been barred/black-listed by any Regulatory / Statutory Authority/PSU/Government Undertaking in India.
- g) The Bidder must be registered with GST.

The Bidder needs to submit the necessary evidential Certificates/ Statements/supporting documents, e.g. Work Orders, Completion Certificates from clients etc. In the event of not submitting any evidential Certificate/ Statement/supporting document to the satisfaction of AIC, the Bid shall be rendered ineligible and rejected.



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Even though the Bidder meets the Eligibility criteria, they may still be disqualified if:

- i) They have made misleading or false representations in the forms, statements and attachments submitted in proof of the Eligibility requirements.
- ii) Any record of their poor performance such as abandoning a project, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures are found at any stage.
- iii) If any such information which would have entitled AIC to reject or disqualify the Bidder, becomes known after the bidder has been found to be Eligible, AIC reserves the right to cancel the Eligibility of the bidder at any later stage, without assigning any reason thereof.
- iv) Bidders who canvas or attempt to influence the pre/post – Eligibility or selection process shall necessarily and immediately be disqualified from the process.

AIC reserves the right to reject any Tender unilaterally without assigning any reason and no query shall be entertained in this regard.

4. ITEM SPECIFICATIONS

| Specifications | Quantity |
|---|----------|
| Quality: Office Executive. 1 Date per page, (Sat/Sun in 1 page) Design: Basic art work to be given by AIC; Design to be done in consultation with AIC. Pages: Approx. 348 Text + 8 Astar (for 325 Diaries) Pages: Approx. 332 Text + 8 Astar (for remaining Diaries) Paper: Text sheets – Sunshine Super Print (Ballarpur) of 80 GSM Astar/inner cover – 170 GSM imported matt Colour: Text sheets - Print in one colour (light grey); Astar – Out of 4 Sheets, 2 sheets to be printed in 4 colour on both sides Size: Inside – 6 inch X 8.25 inch; Outside – 6.25 inch x 8.50 inch Cover: Imported PU material of MABEL (Made in Italy) Virando-7939, pasted over 2.5 mm imported Board of Smurfit Kappa/ Solidus solutions (Holland). Binding: Section-sewn hard case, with head & tail band; Ribbon, round corner, back side 10 mm nylon strip, spine round. Detailing: Employee name – in English (on approx. 325 Diaries); AIC Logo (on all Diaries), Company name in bilingual (on all Diaries) and “2019” (on all Diaries) to be Embossed (as per sample). Packing: Each diary should be shrink-wrapped and packed in white coated duplex carton box of 300 GSM with AIC Logo & Name in 4-colour. For bulk delivery, they should be further packed in polythene sheet with water proof arrangement neatly set in 7 ply corrugated boxes to contain a quantity of 20 diaries each duly stripped to handle. | 7,500 |

It may be further noted that:

- ✓ The creatives, matter, manuscript, basic design etc. for printing shall be given by AIC. (However, final designing shall be done by the Awardee Bidder).



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- ✓ Indicative samples are available at the Marketing & Publicity Dept. at Plate B & C, 5th Floor, Office Block – 1, East Kidwai Nagar, New Delhi – 110023. The samples may not conform to the specifications stated above, but are primarily meant for the purpose of indicating the quality of workmanship and presentation of the finished items. Any prospective Bidder may inspect the samples on any office day between 11:00 AM and 04:00 PM.
- ✓ **It would be Printer's responsibility to procure imported PU material of MABEL (Made in Italy) Virando-7939 and other specified materials within 15 days of award of the contract. AIC may do physical inspection of the procured material. Failure to procure the materials within prescribed time may result in cancellation of contract and EMD will be forfeited.**

5. TENDER EVALUATION

The Technical Bids shall be opened at AIC HO. Representatives of the Bidder Firms may attend at the date and time prescribed.

Technical Evaluation shall be qualitative and qualifying. The Technical Bid shall be evaluated by AIC based on documents/information furnished. After preliminary scrutiny and evaluation, a physical visit and examination of the Printing Press etc. of the initially shortlisted Firms may be undertaken if felt necessary. AIC reserves the right to inspect the premises of the Bidders in context of the Bid and its execution, on any working day/time that it desires, without giving prior Notice.

Technically qualified Bidders shall be announced on AIC's website (www.aicofindia.com). Only in respect of these Bidders the Financial Bids shall be opened.

The lowest (L-1) Bidder shall be declared the "Successful Bidder" and would be awarded the assignment.

Representatives of the Bidders may attend opening of Bids at the date and time prescribed.

6. TENDER FEE, EMD & PERFORMANCE SECURITY DEPOSIT

| Item Name | Tender Fee | EMD |
|-----------------|-------------|--------------|
| Executive Diary | Rs. 2,000/- | Rs. 50,000/- |

- a) **Tender without Tender fee & EMD will not be considered and shall be rejected.**
- b) Tender Fee & EMD shall be in the form of Demand Draft from any scheduled bank drawn in favour of "Agriculture Insurance Company of India Limited" payable at New Delhi.
- c) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) shall be exempted to pay EMD. **However, payment of Tender Fee is mandatory for all bidders.**

EMD submitted at the time of tender submission by the successful bidder will be converted into Performance Security Deposit and will be released without any interest along with the final payment.



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7. **TIME SCHEDULE**

The following Time Schedule must be adhered to:

| SEQ | ACTIVITY | DATE | TIME |
|-----|---|------------|-----------|
| 1 | Issuance of Tender | 20.09.2018 | 1100 hrs |
| 2 | Pre-Bid Meeting | 03.10.2018 | 1500 hrs |
| 3 | Last Date for submission of Tender | 11.10.2018 | 1300 hrs |
| 4 | Date of Opening Technical Bid | 11.10.2018 | 1500 hrs |
| 5 | Date of announcement of Technically Qualified Bidders on AIC Website (www.aicofindia.com) | 16.10.2018 | 15:00 hrs |
| 6 | Date of Opening Financial Bid | 17.10.2018 | 15:00 hrs |
| 7 | Date of Tender Award | 18.10.2018 | 15:00 hrs |
| 8 | Packed material to reach AIC offices | 15.12.2018 | 17:00 hrs |

All dates mentioned above are tentative dates and the Bidder acknowledges that it cannot hold AIC responsible for breach of any of the dates. If any of the above dates is declared holiday, the next working date will be considered

8. **TERMS OF PAYMENT**

No advance payment will be made. Full payment shall be made at one go upon:

- Completion of the entire assignment upto the successful delivery to all the prescribed destinations.
- Submission of all Proof-of-Delivery documents from 18 ROs, duly signed by the RO official, to the Marketing & Publicity Dept. HO.
- Submission of invoice of payment to the Marketing & Publicity Dept. HO. Invoice should clearly show the tax portion separately.

(Along with the payment, the EMD shall also be refunded to the Awardee Firm, subject to satisfaction of AIC).

9. **CANCELLATION OF CONTRACT**

In the event of Awarded Firm's failure or delay to execute the assignment, in terms of the Award, AIC reserves the right to cancel the order by giving 3 days' notice. Further, if AIC decides thereafter to get the work completed from any other source, then it shall be at the Awarded Firm's risk and cost.

In the event of cancellation of order, AIC shall have the right to take into possession from the Awarded Firm's premises all Positives, Negatives, Plates, Papers, etc. and any other material required for completion of this assignment.

10. **LIQUIDATED DAMAGES**

In the event of Awarded Firm's failure to complete this assignment as per the prescribed quality, specifications and terms within the prescribed time, AIC may, at its sole discretion and authority, still accept the items, and levy liquidated damages as decided by the AIC management, subject to a maximum of 10% of the total order value.



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11. **PRE-BID MEETING:**

A pre-bid meeting of the interested bidders will be held on 03.10.2018 at 3.00 p.m. at the following address:

Agriculture Insurance Company of India Limited
Plate B & C, 5th Floor, Office Block – 1, East Kidwai Nagar, New Delhi – 110023

Representatives of the Bidders may attend pre-bid meeting at the date and time prescribed.

If felt necessary, AIC reserves the right to make amendments/changes in the tender. Those changes will be put on AIC'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 AIC website till the tender is finalized.

12. **MISCELLANEOUS**

- a) It may be noted that at the time of final execution of the assignment, if there is any default on paper grammage, printing or binding quality (from the approved sample), AIC reserves the right to reject the supply and shall not be responsible for making any payment therefor.
- b) AIC reserves the right to get up to 1000 additional copies of the Executive Diaries; on the same Unit Rate as quoted by the Agency, if need arises.
- c) AIC reserves the right, at its sole discretion without assigning any reasons therefor, to cancel the entire Tendering process; accept/reject any or all Tenders partly or fully; and also to modify the terms & conditions before awarding the job.
- d) In the event of any dispute or difference whatsoever arising out of this contract, the same shall be resolved as per the provisions of Indian Arbitration Act 1996. The courts of Delhi shall have exclusive jurisdiction to entertain and try all matters arising out of this contract.

**DEPUTY GENERAL MANAGER
(MARKETING & PUBLICITY)**



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ANNEXURE - 1

TECHNICAL BID

| Particulars to be submitted by Bidder | |
|--|--|
| 1 | Firm Name with Registered Address, Local Office Address, Telephone/Fax No. (office) on letter head of the bidder |
| 2 | Contact Person: Name, Designation, Mobile, Landline, Email on letter head of the bidder |
| 3. | Certificate of incorporation and updated certificate under Shop and Establishment Act / Valid Factory License |
| 4. | Audited Financial Statements for FY 2014-15, 2015-16 and 2016-17 |
| 5. | Copy of at least one Work Order with <u>completion certificate</u> for printing of Diaries of minimum value Rs. 12 Lakh during any of the previous three years (2014-15, 2015-16 and 2016-17). |
| 6. | Address of the Printing Facility on letter head of the bidder. Address proof to be attached. |
| 7. | Details of Offset print machinery like Automatic cutting stitching and folding machines, Automatic binding units on letter head of the bidder . |
| 8. | GST Registration no |
| 9. | Undertaking as per Annexure - 2 |

It may be noted that:

- Documents mentioned above to be submitted in serial order.
- Bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.
- AIC reserves the right to seek clarification / additional documents, if required.
- Technical Bid shall not contain any copy/original Financial Bid



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ANNEXURE - 2

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

The Deputy General Manager,
Agriculture Insurance Company of India Ltd,
Marketing & Publicity Department,
Plate B & C, 5th Floor, Office Block – 1,
East Kidwai Nagar, New Delhi – 110023

Dear Sir /Madam,

Sub: Supply of Executive Diaries for AIC for the year 2019

1. I/We have read and understood the terms & conditions of the above referred tender for the supply of Executive Diaries for AIC.
2. I/We fulfill all the prequalification criteria mentioned in the referred tender document.
3. I/We offer to undertake and complete the work in conformity with AIC's requirement and the terms and conditions set out for the same.
4. 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 AIC.
5. I/We note that AIC is not bound to accept the lowest or any other tender that may be received by it.
6. I/We agree to print Diaries strictly confirming to the quality of paper mentioned in the tender enquiry
7. I/We agree that if the Work of printing of Executive Diaries is awarded to our firm, the imported PU material of MABEL (Made in Italy) Virando-7939 and other specified materials would be procured within 15 days of award of the contract. We have no objection if AIC officials do physical inspection of the procured material.
8. I/We also agree that failure to procure the materials as mentioned above in Point No. 7 within prescribed time may result in cancellation of our contract and our EMD will be forfeited.
9. I/We further agree to pay the Penalty/liquidated damages as mentioned in the tender
10. Our Company/firm has never been barred/black-listed by any Regulatory / Statutory Authority/PSU/Government Undertaking in India

(Signature of the authorized person of bidder)
(Seal of the company)



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[On the letter head of the bidder]

ANNEXURE - 3

FINANCIAL BID: EXECUTIVE DIARY

(Quantity = 7,500)

I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/We hereby submit the Financial Bid as under:

EXECUTIVE DIARY - Rs. _____/- per Unit (in words, Rupees _____ only) inclusive of all applicable taxes.

Authorized Signatory
(Name, Designation, Address, Date & Rubber Stamp)



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ANNEXURE - 4

DESTINATION DETAILS & QUANTITIES TO BE DELIVERED

| OFFICE | ADDRESS | STD CODE | OFFICE | EXECUTIVE DIARY |
|------------------------|--|----------|----------------------------------|-----------------|
| AHMEDABAD | Jeevan Vikas Building, 1st Floor, Opp. Jhansi Rani's Statue, Satellite Road, Ahmedabad - 380015, Gujarat. | 079 | 26472600 26472604 | 200 |
| BANGALORE | No.18, 3rd Floor, Karnataka Pradesh Krishi Samaj, Nrupathunga Road, Hudson Circle, Bangalore - 560 001 Karnataka | 080 | 22115158 22115501 | 350 |
| BHOPAL | LIC Central Zonal Office, Jeevan Shakha, 60-B, 1st Floor, Hoshangabad Road, Bhopal - 462011 Madhya Pradesh | 0755 | 2700100 2700143 | 500 |
| BHUBANESHWAR | 87, Satyanagar, Bhubaneshwar - 751 007 Orissa | 0674 | 2572409 2570949 | 300 |
| CHANDIGARH | Cabin No. 7, 3 rd Floor, Agro Mall, Sector-20, Panchkula, Haryana - 134117 | | 9855543017 | 300 |
| CHENNAI | No. 323, 1st Floor, Andhra Insurance Bldg, Thambu Chetty St, Paryys corner, Chennai - 600 001 Tamil Nadu | 044 | 43403401 43403402 | 400 |
| DEHRADUN | 56, Rajpur Road, Behind Hotel Classic, Dehradun - 248001 Uttarakhand | 0135 | 2740233 2740244 | 300 |
| GUNTUR | TS No-14, New ward No-9 Block-1 Present Door No- 31-14-1179 14th Line Arundelpet, Guntur City, Andhra Pradesh | 0863 | 2233565 | 200 |
| GUWAHATI | H.No.160, 3rd Floor, (Above Vijay Bank Regional Office), Rajgarh Road, Guwahati - 781 007 Assam | 0361 | 2462313 2462315 | 250 |
| HYDERABAD | 3-5-817 & 818, 8 th Floor, United India Towers, Basheerbagh Cross Road, Hyderabad - 500 029 ; Telangana | 040 | 23242594 23242595 23240235 | 200 |
| JAIPUR | Sanghi Upasana Towers, 4th Floor, C-98, Subhash Marg, Near Ahinsa Circle, C-Scheme, Jaipur - 302 001 Rajasthan | 0141 | 4042999 4008670 | 500 |
| KOLKATA | Om Towers, 5th Floor, 32, Chowringhee Road, Kolkata - 700071 West Bengal. | 033 | 22882666 22882665 | 450 |
| LUCKNOW | 5 th Floor, Jeevan Bhavan, Phase-II, Naval Kishore Road, Hazaratganj, lucknow-226001 Uttar Pradesh | 0522 | 4262301 9044445266 | 250 |
| MUMBAI | 20th Floor, BSE Tower, Dalal Street, Fort, Mumbai - 400 023 Maharashtra | 022 | 61710900 01,02, 03 | 500 |
| PATNA | 1 st Floor, Yunus Corporate, S. P. Verma Road, Patna – 800001, Bihar | 0612 | 2216408, 2216426, | 250 |
| RAIPUR | Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur - 492 004 - Chattisgarh | 0771 | 2583158 | 150 |
| RANCHI | 1st Floor, Tara Tower, Radium Road, Kutchery Chowk Ranchi - 834 001 - Jharkhand | 0651 | 6571147 | 250 |
| THIRUVANANTHAPURAM | 8 th Floor, Carmel Towers, Cotton Hill P. O, Vazhuthacaud, Thiruvananthapuram - . 695 014 Kerala | 0471 | 2334493 2334989 | 250 |
| HEAD OFFICE, NEW DELHI | Agriculture Insurance Co. of India Ltd. Plate B & C, 5th Floor, Office Block- 1, East Kidwai Nagar, New Delhi – 110023 | 011 | 46869800 | 1,900 |
| TOTAL | | | | 7,500 |