



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.
Regd. Office: 13th Floor, "Ambadeep", 14, Kasturba Gandhi Marg, New Delhi – 110001

TENDER DOCUMENT

PRINTING, BINDING, PACKING AND DESPATCH TO HO/ROs
OF

EXECUTIVE DIARY

FOR THE NEW YEAR 2017

कृषक यत्न रक्षणम्

LAST DATE FOR SUBMISSION OF BIDS
21 OCTOBER 2016 UPTO 13:00 HOURS

For any clarification, please contact:

Marketing & Publicity Department
13th Floor, "Ambadeep",
14, Kasturba Gandhi Marg, New Delhi – 110001
Phone: Direct – 46869827; Board - 46869800



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// PLEASE READ CAREFULLY //

1. TENDER PROCEDURE

Agriculture Insurance Company of India Ltd. (AIC) invites Sealed Tenders (Single-part sealed Bid, i.e. Financial Bid) from Delhi/NCR based DAVP Empaneled 'A' Class Printers for Printing, Binding, Packing & Despatch to HO/ROs of the EXECUTIVE DIARY 2017.

Financial Bid: Financial Bid to be submitted in a sealed envelope super scribed "EXECUTIVE DIARY – 2017: FINANCIAL BID" in the format as per Annexure -1

Financial Bid shall be inclusive of all components 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.

Please note that:

- ✓ The Financial Bid shall be submitted along with "ACCEPTANCE LETTER" as per Annexure – 2 and latest DAVP Empanelment letter.
- ✓ The Bid shall be addressed to Deputy General Manager, Marketing & Publicity Department, Agriculture Insurance Company of India Ltd, Head Office, Ambadeep, 13th Floor, 14, K.G. Marg, New Delhi – 110001.
- ✓ The Bid must reach him LATEST by 13:00 hours on 21st October, 2016. AIC SHALL NOT accept any responsibility for Bids lost in transit.

2. SCOPE OF WORK

The Scope of Work covers the entire Execution (including Material, Printing, Binding, Packing, Dispatch to respective Office addresses, Insurance, etc. to Head Office & 17 Regional Offices) of EXECUTIVE DIARY, for the New Year – 2017, within the prescribed Time Schedule.

Our HO is at New Delhi, and the 17 ROs are located in State Capitals. The destination details and quantities to be delivered are as per Annexure - 3.

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.



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3. ITEM SPECIFICATIONS

EXECUTIVE DIARY: NY 2017.

Design: Printable CD to be provided by AIC. Pages: Approx. 256 Text + 8 Astar; Sheets: Approx. 128 Text + 4 Astar. Paper: Text sheets - White Super Sunshine (Ballarpur/JK) of 70 GSM Aster/inner cover – Super Printing Paper of 120 GSM built Ballarpur/JK. Colour: Text sheets - Print in one colour; Astar – Out of 4 Sheets, one sheet to be printed in 4 colour on one side only Size: Inside – 6 inch X 8.25 inch; Outside – 6.25 inch x 8.50 inch Cover: PVC Covering paper (Som) – Turkey pasted over 1.2 mm imported Board of Smurfit Kappa/ Solidus solutions (Holland). Binding: Section-sewn hard case, with head & tail band; Ribbon Detailing: AIC Logo and Approx. 300 names foiled in Golden/Silver letterings. Packing: Each diary should be shrink-wrapped. For bulk delivery, they should be further packed in polythene sheet with water proof arrangement neatly set in 5 ply corrugated boxes to contain a quantity of 20 diaries each duly stripped to handle.	Quantity: 3,000 OR 4,000 OR 5,000
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4. TENDER EVALUATION

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.

5. EARNEST MONEY

Rs. 10,000/- (Rupees Ten Thousand) is required to be submitted in favour of Agriculture Insurance Company of India Ltd. vide DD/Pay Order payable at New Delhi by the successful L1 Bidder only, before the Award of Work Order.

6. TIME SCHEDULE

The following Time Schedule must be adhered to:

SEQ	ACTIVITY	DATE	TIME
1	Last Date for submission of Bids	21.10.2016	01:00 PM
2	Date of Opening Financial Bid	21.10.2016	04:00 PM
3	Date of Tender Award	24.10.2016	03:00 PM
4	Packed material to reach AIC offices	15.12.2016	05:00 PM

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



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7. TERMS OF PAYMENT

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

- i) Completion of the entire assignment upto the successful delivery to all the prescribed destinations.
- ii) Submission of all Proof-of-Delivery documents from 17 ROs, duly signed by the RO official, to the Publicity Dept. HO.
- iii) Submission of invoice of payment to the Publicity Dept. HO.

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

8. 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.

9. 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.

10. MISCELLANEOUS

- i) 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.
- ii) AIC reserves the right to get up to 500 additional copies of the Executive Diary; on the same Unit Rate as quoted by the Agency, if need arises.
- iii) 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.
- iv) 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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[On the letter head of the bidder]

ANNEXURE - 1

FINANCIAL BID FOR - EXECUTIVE DIARY (QUANTITY – 3,000)

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:

Item No. 1.1: EXECUTIVE DIARY - Rs. _____/- per Unit (in words, Rupees only) including all applicable taxes.

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

FINANCIAL BID FOR - EXECUTIVE DIARY (QUANTITY – 4,000)

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:

Item No. 1.1: EXECUTIVE DIARY - Rs. _____/- per Unit (in words, Rupees only) including all applicable taxes.

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

FINANCIAL BID FOR - EXECUTIVE DIARY (QUANTITY – 5,000)

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:

Item No. 1.1: EXECUTIVE DIARY - Rs. _____/- per Unit (in words, Rupees only) including all applicable taxes.

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



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ANNEXURE – 2

ACCEPTANCE LETTER
(To be submitted along with Financial Bid)

To,
The Deputy General Manager,
Marketing & Publicity Department,
AGRICULTURE INSURANCE COMPANY OF INDIA LTD
Head Office, 13th Floor, Ambadeep Building
14, K. G. Marg, New Delhi – 110 001

Sir,

RE: Acceptance of the terms & conditions of Agriculture Insurance Co of India Ltd

- i) The Tender Document for the work of Printing, Binding, Packing & Despatch to HO/ROs of Executive Diary – 2017 have been downloaded by me/us from the website of Agriculture Insurance Company of India Ltd. and I/We hereby certify that I/We have read and understood the entire terms and conditions and I/We shall abide by the conditions/clauses contained therein. In case the provision made therein is found violated, I/We agree that the quotation shall liable to be rejected.
- ii) I/We hereby unconditionally accept the terms & conditions of the Agriculture Insurance Company of India Ltd., in its entirety for the above work.

Yours faithfully,

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



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ANNEXURE – 3

DESTINATION DETAILS WITH QUANTITIES TO BE DELIVERED

OFFICE	ADDRESS	STD CODE	OFFICE	FOR QTY 3,000	FOR QTY 4,000	FOR QTY 5,000
AHMEDABAD	Jeevan Vikas Building, 1st Floor, Opp. Jhansi Rani's Statue, Satellite Road, Ahmedabad - 380015, Gujarat.	079	26472600 26472603	150	200	250
BANGALORE	No.18, 3rd Floor, Karnataka Pradesh Krishi Samaj, Nrupathunga Road, Hudson Circle, Bangalore - 560 001 Karnataka	080	22115501 22115158 22115390	100	130	150
BHOPAL	Kwality Globus, 1st Floor, Opp.RBI NH-12, Hoshangabad Road, Bhopal - 462011 Madhya Pradesh	0755	4026106 01,02,03	200	275	350
BHUBANESHWAR	87, Satyanagar, Bhubaneswar - 751 007 Orissa	0674	2572409 2570949	100	130	150
CHANDIGARH	SCO No. 64-65, Ground Floor, Madhya Marg, Sector 8-C, Chandigarh - 160009	0172	2701420 5078633	100	130	160
CHENNAI	No. 323, 1st Floor, Andhra Insurance Bldg, Thambu Chetty St, Parrys corner, Chennai - 600 001 Tamil Nadu	044	43403401 43403402	150	200	250
DEHRADUN	56, Rajpur Road, Behind Hotel Classic, Dehradun - 248001 Uttarakhand	0135	2740233 2740244	100	130	160
GUWAHATI	H.No.160, 3rd Floor, (Above Vijay Bank Regional Office), Rajgarh Road, Guwahati - 781 007 Assam	0361	2462313 2462315	100	130	160
HYDERABAD	3-5-817 & 818, 8 th Floor, United India Towers, Basheerbagh Cross Road, Hyderabad - 500 029 ; Telangana	040	23242594 23242595 23240235	200	275	330
JAIPUR	Sanghi Upasana Towers, 4th Floor, C-98, Subhash Marg, Near Ahinsa Circle, C- Scheme, Jaipur - 302 001 Rajasthan	0141	4042999 4008670	200	275	330
KOLKATA	Om Towers, 5th Floor, 32, Chowringhee Road, Kolkata - 700071 West Bengal.	033	22882666 22882665	200	275	330
LUCKNOW	5 th Floor, Jeevan Bhavan, Phase-II, Naval Kishore Road, Hazaratganj, lucknow- 226001 Uttar Pradesh	0522	2612866, 2612627, 2621173	300	400	500
MUMBAI	20th Floor, BSE Tower, Dalal Street, Fort, Mumbai - 400 023 Maharashtra	022	61710900 01,02, 03	150	200	250
PATNA	1 st Floor, Yunus Corporate, S. P. Verma Road, Patna – 800001, Bihar	0612	2216408, 2216426,	100	130	160
RAIPUR	Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur - 492 004 - Chattisgarh	0771	4316022	100	130	160
RANCHI	1st Floor, Tara Tower, Radium Road, Kutchery Chowk Ranchi - 834 001 - Jharkhand	0651	2360541	150	200	250
THIRUVANANTHAPURAM	8 th Floor, Carmel Towers, Cotton Hill P. O, Vazhuthacaud, Thiruvananthapuram - . 695 014 Kerala	0471	2334493 2334989	100	130	160
HEAD OFFICE, NEW DELHI	Agriculture Insurance Co. of India Ltd. 13th Floor, "AMBA DEEP", 14, K.G. Marg, New Delhi -110001	011	46869800	500	660	900
TOTAL				3,000	4,000	5,000