



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.  
Regd. Office: 13<sup>th</sup> Floor, "Ambadeep", 14, Kasturba Gandhi Marg, New Delhi - 110001

# TENDER DOCUMENT

FOR  
**DESIGN & EXECUTION**  
**(PRINTING, BINDING, PACKING AND DESPATCH TO HO/ROs)**  
OF  
**POCKET DIARY**

LAST DATE FOR SUBMISSION OF TENDERS  
**6<sup>TH</sup> MARCH 2018 UPTO 1300 HOURS**

**कृषक यत्न रक्षणम्**

*For any clarification, please contact:*

**Marketing & Publicity Department**  
**13<sup>th</sup> Floor, Ambadeep Building**  
**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 (2-part sealed Bid, i.e. Technical & Financial) from **Offset Printers** for Design & Execution (Printing, Binding, Packing & Despatch to HO/ROs) of "Pocket Diary"

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

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

- a) Tender document signed on all Pages with rubber Stamp, signifying the acceptance of Terms and conditions of the Tender.
- b) Details as per **Annexure - 1**

**ENVELOPE-2 (Tender Fee)** - Demand Draft of Rs. 1,000/- in favour of "Agriculture Insurance Company of India Limited" payable at New Delhi, as **non-refundable tender fee**, in an open envelope.

**ENVELOPE-3 (Financial Bid)**: Financial Bid to be submitted in a **sealed envelope** super scribed "FINANCIAL BID" containing **Annexure - 2**

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 Envelopes shall be submitted in one overall cover super scribed "AIC-POCKET DIARY-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, Head Office, Ambadeep, 13<sup>th</sup> Floor, 14, K.G. Marg, New Delhi - 110001.
- ✓ The Tender must reach LATEST by 1300 hours on 6<sup>th</sup> March 2018. AIC SHALL NOT accept any responsibility for Tenders lost in transit.

2. **SCOPE OF WORK**

The Scope of Work covers the entire Design & Execution (including Material, Printing, Binding, Packing, Dispatch to respective Office addresses, Insurance, etc. to Head Office & 18 Regional Offices) of Pocket Diary, **within the prescribed Time Schedule.**



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Our HO is at New Delhi, and the 18 ROs are located in State Capitals. The destination details are as per **Annexure - 3**.

The rate quoted by the bidder should include charges for delivery at our office premises (including lift/ unloading charge). No extra will be paid.

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's minimum annual turnover should be Rs. 2 (Two) crore during the last three financial years. It should be duly certified by Chartered Accountant.
- b) Printing Facility should be located at Delhi/NCR for ease of monitoring and inspection.
- c) 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.
- d) The Bidder should not have been barred/black-listed by any Regulatory / Statutory Authority/PSU/Government Undertaking in India.
- e) The Bidder must be registered with GST.

The Bidder needs to submit the necessary evidential Certificates/ Statements/supporting documents. 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.

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

1. They have made misleading or false representations in the forms, statements and attachments submitted in proof of the Eligibility requirements.
2. 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.
3. 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.
4. Bidders who canvas or attempt to influence the pre/post - Eligibility or selection process shall necessarily and immediately be disqualified from the process.



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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**

<i>Detailing:</i> Pocket size; without date print; few pages with AIC schemes details <i>Cover:</i> As in Passport; paperback PVC <i>Colour:</i> Cover – plain; inside pages – 1 <sup>st</sup> page multicolour print, all other pages single colour print; <i>Size:</i> 10.5 cm x 7.5 cm <i>Paper:</i> 70 GSM Super Maplitho Paper (Century) for text sheets; <i>Pages:</i> 128 pages (64 sheets) <i>Binding:</i> Imported Wiro Binding on 7.5 CM side <i>Packing:</i> For bulk delivery, Pocket Diaries should be packed in polythene sheet with water proof arrangement neatly set in corrugated boxes.	Quantity: 25,000
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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).
- ✓ Indicative samples are available at the Marketing & Publicity Dept. on the 13<sup>th</sup> floor of the HO of AIC. 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. However, the actual Bidders must sign the samples as an acknowledgement of having inspected the same.

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](http://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.



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6. **EARNEST MONEY**

EMD (refundable upon final settlement of accounts, subject to satisfaction of AIC) - @ Rs. 20,000/- (by DD), to be submitted by L-1 Bidder before issuing Work Order.

7. **TIME SCHEDULE**

The following Time Schedule must be adhered to:

SEQ	ACTIVITY	DATE	TIME
1	Issuance of Tender	13.02.2018	1000 hrs
2	Last Date for submission of Tender	06.03.2018	1300 hrs
3	Date of Opening Technical Bid	06.03.2018	1500 hrs
4	Date of announcement of Technically Qualified Bidders on AIC Website (www.aicofindia.com)	09.03.2018	1500 hrs
5	Date of Opening Financial Bid	12.03.2018	1500 hrs
6	Date of Tender Award	13.03.2018	1500 hrs
7	Packed material to reach AIC offices	09.04.2018	1700 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:

- i) Completion of the entire assignment upto the successful delivery to all the prescribed destinations.
- ii) Submission of all Proof-of-Delivery documents from 18 ROs, duly signed by the RO official, to the Marketing & Publicity Dept. HO.
- iii) 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.



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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.

11. **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 10000 additional copies of Pocket 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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ANNEXURE - 1

**TECHNICAL BID**

<b>Particulars to be submitted by Bidder</b>	
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.	Financial results for FY 2014-15, 2015-16 and 2016-17 duly certified by Chartered Accountant
4.	Address of the Printing Facility on letter head of the bidder.
5.	Details of Offset print machinery like Automatic cutting stitching and folding machines, Automatic binding units on letter head of the bidder .
6.	Declaration on the letter head of the bidder stating that "The Bidder has never been barred/black-listed by any Regulatory / Statutory Authority/PSU/Government Undertaking in India."
7.	GST Registration no.

It may be noted that:

- Documents mentioned above may 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.
- Technical Bid shall not contain any copy/original Financial Bid



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[On the letter head of the bidder]

ANNEXURE - 2

**FINANCIAL BID FOR POCKET DIARY  
(Quantity = 25,000)**

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:

Rs. \_\_\_\_\_/- per Pocket Diary (in words, Rupees \_\_\_\_\_ only) inclusive of all applicable taxes.

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





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ANNEXURE - 3

DESTINATION DETAILS & QUANTITIES TO BE DELIVERED

OFFICE	ADDRESS	STD CODE	OFFICE	POCKET DIARY (25,000)
AHMEDABAD	Jeevan Vikas Building, 1st Floor, Opp. Jhansi Rani's Statue, Satellite Road, Ahmedabad - 380015, Gujarat.	079	26472600 26472603	500
BANGALORE	No.18, 3rd Floor, Karnataka Pradesh Krishi Samaj, Nrupathunga Road, Hudson Circle, Bangalore - 560 001 Karnataka	080	22115158 22115390	1750
BHOPAL	Kwality Globus, 1st Floor, Opp.RBI NH-12, Hoshangabad Road, Bhopal - 462011 Madhya Pradesh	0755	4026106 01,02,03	1750
BHUBANESHWAR	87, Satyanagar, Bhubaneshwar - 751 007 Orissa	0674	2572409 2570949	1500
CHANDIGARH	SCO No. 64-65, Ground Floor, Madhya Marg, Sector 8-C, Chandigarh - 160009	0172	2701420 5078633	1000
CHENNAI	No. 323, 1st Floor, Andhra Insurance Bldg, Thambu Chetty St, Parrys corner, Chennai - 600 001 Tamil Nadu	044	43403401 43403402	1250
DEHRADUN	56, Rajpur Road, Behind Hotel Classic, Dehradun - 248001 Uttarakhand	0135	2740233 2740244	1250
GUNTUR	TS No-14, New ward No-9 Block-1 Present Door No- 31-14-1179 14th Line Arundelpt, Guntur City, Andhra Pradesh	0863	2233565	1000
GUWAHATI	H.No.160, 3rd Floor, (Above Vijay Bank Regional Office), Rajgarh Road, Guwahati - 781 007 Assam	0361	2462313 2462315	1000
HYDERABAD	3-5-817 & 818, 8 <sup>th</sup> Floor, United India Towers, Basheerbagh Cross Road, Hyderabad - 500 029 ; Telangana	040	23242594 23242595 23240235	1250
JAIPUR	Sanghi Upasana Towers, 4th Floor, C-98, Subhash Marg, Near Ahinsa Circle, C- Scheme, Jaipur - 302 001 Rajasthan	0141	4042999 4008670	2000
KOLKATA	Om Towers, 5th Floor, 32, Chowringhee Road, Kolkata - 700071 West Bengal.	033	22882666 22882665	1500
LUCKNOW	5 <sup>th</sup> Floor, Jeevan Bhavan, Phase-II, Naval Kishore Road, Hazaratganj, lucknow-226001 Uttar Pradesh	0522	2612866, 2612627, 2621173	500
MUMBAI	20th Floor, BSE Tower, Dalal Street, Fort, Mumbai - 400 023 Maharashtra	022	61710900 01,02, 03	2000
PATNA	1 <sup>st</sup> Floor, Yunus Corporate, S. P. Verma Road, Patna - 800001, Bihar	0612	2216408, 2216426,	1750
RAIPUR	Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur - 492 004 - Chattisgarh	0771	2583158	1250
RANCHI	1st Floor, Tara Tower, Radium Road, Kutchery Chowk Ranchi - 834 001 - Jharkhand	0651	6571147	1250
THIRUVANANTHAPURAM	8 <sup>th</sup> Floor, Carmel Towers, Cotton Hill P. O, Vazhuthacaud, Thiruvananthapuram - . 695 014 Kerala	0471	2334493 2334989	1000
HEAD OFFICE, NEW DELHI	Agriculture Insurance Co. of India Ltd. 13th Floor, "AMBA DEEP", 14, K.G. Marg, New Delhi -110001	011	46869800	1500
<b>TOTAL</b>				<b>25,000</b>