



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

**TENDER DOCUMENT**

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

**REVISED PMFBY OPERATIONAL GUIDELINES**  
**BOOKLETS**

कृषक यत्न रक्षणम्

TENDER NO.: 2018-19/M&P/03  
DATE OF ISSUE: 05.10.2018

**LAST DATE FOR SUBMISSION OF BIDS**  
**16<sup>th</sup> OCTOBER 2018 UPTO 5:00 PM**

*For any clarification, please contact:*

**Marketing & Publicity Department**  
**Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023**  
**Phone: 011-20815049, 24604444**



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023

**// PLEASE READ CAREFULLY //**

**Agriculture Insurance Company of India Ltd. (AIC)** having its Registered Office at Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023, invites Sealed Bids from Delhi/NCR based **DAVP empaneled "A" Category Printers and Diary Makers** for Design & Execution (Printing, Binding, Packing & Despatch to HO/ROs) of Revised PMFBY Operational Guidelines Booklets.

**Please note that:**

- ✓ Financial Bid as per Annexure-1 should be submitted in a sealed envelope super scribed "FINANCIAL BID FOR BOOKLETS".
- ✓ The Bid shall be addressed to Deputy General Manager, Marketing & Publicity Department, Agriculture Insurance Company of India Ltd, Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023
- ✓ The Bid must reach LATEST by 5:00 PM on 16<sup>th</sup> October, 2018. AIC SHALL NOT accept any responsibility for Tenders lost in transit.

1. **SCOPE OF WORK**

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

Our HO is at New Delhi, and the 18 ROs are in major cities. The destination details are as per **Annexure - 2**.

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

2. **ITEM SPECIFICATIONS**

Specifications	Quantity
No. of Pages: 100 Nos. + Cover	2,000
Inner Pages: B/W; 80 GSM Maplitho (A grade)	
Cover Page: 170 GSM Art Card; 4 colour; to be Gloss laminated	
Size: 24.5 CM (Length) by 18 CM (Breadth)	
Printing: Offset	
Binding: side stitch	
Design: PDF file of Basic art work to be given by AIC; Design to be done in consultation with AIC.	
Packing: For bulk delivery, Booklets should be packed in polythene sheet with water proof arrangement neatly set in corrugated boxes to contain a quantity of 25 Booklets per box.	



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: Plate B & C, 5<sup>th</sup> Floor, Office Block – 1, East Kidwai Nagar, New Delhi – 110023

3. **EMD (PERFORMANCE SECURITY)**

The successful Bidder should submit EMD of Rs. 10,000/- (Ten Thousand) before issue of Work order. This EMD will be released without any interest along with the final payment.

4. **TIME SCHEDULE**

The following Time Schedule must be adhered to:

SEQ	ACTIVITY	DATE	TIME
1	Issuance of Tender	05.10.2018	5:00 PM
2	Last Date for submission of Bid	16.10.2018	5:00 PM
3	Date of Opening Financial Bid	17.10.2018	3:00 PM
4	Submission of EMD (Performance Security) by successful Bidder	22.10.2018	3:00 PM
5	Issue of Work Order	23.10.2018	11:00 AM
6	Design approval	Before 31.10.2018	
7	Despatch of Booklets to all locations	Within 10 days of approval of design	

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

5. **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).

6. **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.



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023

7. **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.

8. **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 500 additional copies of the Booklets; 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)**



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023

[On the letter head of the bidder]

**ANNEXURE - 1**

**FINANCIAL BID: BOOKLETS**  
**(Quantity = 2,000)**

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:

**BOOKLETS** - Rs. \_\_\_\_\_/- per Unit (in words, Rupees \_\_\_\_\_ only) inclusive of all applicable taxes.

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



AGRICULTURE INSURANCE COMPANY OF INDIA LTD.

Regd. Office: Plate B & C, 5<sup>th</sup> Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023

ANNEXURE - 2

DESTINATION DETAILS & QUANTITIES TO BE DELIVERED

OFFICE	ADDRESS	STD CODE	OFFICE	BOOKLETS
AHMEDABAD	Jeevan Vikas Building, 1st Floor, Opp. Jhansi Rani's Statue, Satellite Road, Ahmedabad - 380015, Gujarat.	079	26472600 26472604	50
BANGALORE	No.18, 3rd Floor, Karnataka Pradesh Krishi Samaj, Nrupathunga Road, Hudson Circle, Bangalore - 560 001 Karnataka	080	22115158 22115501	100
BHOPAL	LIC Central Zonal Office, Jeevan Shakha, 60-B, 1st Floor, Hoshangabad Road, Bhopal - 462011 Madhya Pradesh	0755	2700100 2700143	100
BHUBANESHWAR	87, Satyanagar, Bhubaneshwar - 751 007 Orissa	0674	2572409 2570949	50
CHANDIGARH	Cabin No. 7, 3 <sup>rd</sup> Floor, Agro Mall, Sector-20, Panchkula, Haryana - 134117		9855543017	50
CHENNAI	No. 323, 1st Floor, Andhra Insurance Bldg, Thambu Chetty St, Parrys corner, Chennai - 600 001 Tamil Nadu	044	43403401 43403402	100
DEHRADUN	56, Rajpur Road, Behind Hotel Classic, Dehradun - 248001 Uttarakhand	0135	2740233 2740244	50
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	50
GUWAHATI	H.No.160, 3rd Floor, (Above Vijay Bank Regional Office), Rajgarh Road, Guwahati - 781 007 Assam	0361	2462313 2462315	50
HYDERABAD	3-5-817 & 818, 8 <sup>th</sup> Floor, United India Towers, Basheerbagh Cross Road, Hyderabad - 500 029 ; Telangana	040	23242594 23242595 23240235	100
JAIPUR	Sanghi Upasana Towers, 4th Floor, C-98, Subhash Marg, Near Ahinsa Circle, C- Scheme, Jaipur - 302 001 Rajasthan	0141	4042999 4008670	100
KOLKATA	Om Towers, 5th Floor, 32, Chowringhee Road, Kolkata - 700071 West Bengal.	033	22882666 22882665	100
LUCKNOW	5 <sup>th</sup> Floor, Jeevan Bhavan, Phase-II, Naval Kishore Road, Hazaratganj, lucknow-226001 Uttar Pradesh	0522	4262301 9044445266	100
MUMBAI	20th Floor, BSE Tower, Dalal Street, Fort, Mumbai - 400 023 Maharashtra	022	61710900 01,02, 03	100
PATNA	1 <sup>st</sup> Floor, Yunus Corporate, S. P. Verma Road, Patna - 800001, Bihar	0612	2216408, 2216426,	50
RAIPUR	Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur - 492 004 - Chattisgarh	0771	2583158	50
RANCHI	1st Floor, Tara Tower, Radium Road, Kutchery Chowk Ranchi - 834 001 - Jharkhand	0651	6571147	50
THIRUVANANTHAPURAM	8 <sup>th</sup> Floor, Carmel Towers, Cotton Hill P. O, Vazhuthacaud, Thiruvananthapuram - . 695 014 Kerala	0471	2334493 2334989	50
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	700
			<b>TOTAL</b>	<b>2,000</b>