



**AGRICULTURE INSURANCE COMPANY OF INDIA LTD.**

No.: AIC/CHD/Empanelment of vendors for supplying printed materials (Printers) /2022-2023/1

**EXPRESSION OF INTEREST (EOI)**

**FOR**

**EMPANELMENT OF VENDORS FOR SUPPLYING PRINTED MATERIALS (Printers)**



***Agriculture Insurance Company of India Limited***  
Cabin no. 7, 3<sup>rd</sup> Floor, Agro Mall, Sector 20, Panchkula- 134117 (Hr.)  
E-mail [ro.chandigarh@aicofindia.com](mailto:ro.chandigarh@aicofindia.com)



**CRITICAL INFORMATION**

<b>S. No.</b>	<b>Event</b>	<b>Particulars/ Date &amp; Time</b>
1	<b>EOI Fee</b>	<b>Non-refundable EOI fee of Rs. 500/-</b>
2	<b>EMD</b>	<b>Bid Security Declaration to be provided in lieu of EMD</b>
3	<b>Issuance of EOI on AIC website</b>	<b>16.02.2022</b>
4	<b>Prebid meeting</b>	<b>23.02.2022 at 03:00 PM</b>
5	<b>Last Date for submission of Proposal</b>	<b>14.03.2022 (up to 04:00 PM)</b>
7	<b>Opening of Proposals</b>	<b>15.03.2022 (at 11:00 AM)</b>
8	<b>Date for announcing Shortlisted vendors for supplying printed materials (Printers) for Empanelment</b>	<b>16.03.2022</b>

**Note:**

1. AIC reserves the right to change dates without assigning any reasons thereof. Intimation of the same shall be notified on AIC's website. No individual communication will be sent to the bidders. Hence, bidders are advised to visit our website regularly for updates.
2. If a holiday is declared on the dates mentioned above, the bids shall be received/ opened on the next working day at the same time specified above and at the same venue, unless communicated otherwise.

**Contact details of AIC officials for any clarifications related to this EOI:**

3. Name: Sh. **Sudhir** Designation: Deputy Manager Email:  
ro.chandigarh@aicoindia.com



## **1. INTRODUCTION**

AIC Chandigarh Regional Office intends to empanel vendors for supplying printed materials (Printers) – hereinafter called Printers for undertaking a wide range of printing works as per Scope of Work mentioned in this EOI. The purpose of this EOI is to short list and empanel the printers based on specific parameters. It is planned to create panel of High-Quality Printers who can execute the printing jobs and supply printer materials on tight schedules as and when required.

Interested Printers who can comply the requirements may submit the application duly filled in and supplemented with all relevant documents to us for further processing as per laid down procedures. Applications incomplete in any respect are liable to be rejected summarily. The EOI document can be downloaded from our website [www.aicofindia.com](http://www.aicofindia.com) and Central Public Procurement Portal ([eprocure.gov.in](http://eprocure.gov.in))

The Information provided by the Applicants in response to this Expression of Interest (EOI) will be the property of AIC and will not be returned. AIC reserves the right to amend, cancel, rescind, or reissue this EOI and all amendments will be advised to the Applicants and such amendments will be binding upon them. AIC reserves its right to accept or reject any or all responses to this EOI without assigning any reason whatsoever.

Duly completed application along with Annexures and other required documents is to be submitted in sealed envelope at the following address.

**Regional Manager,  
Agriculture Insurance Company of India Limited,  
Cabin no. 7, 3<sup>rd</sup> Floor, Agro Mall, Sector 20, Panchkula – 134117 (HR.)  
Email: - [ro.chandigarh@aicofindia.com](mailto:ro.chandigarh@aicofindia.com)**

## **2. SCOPE OF WORK**

The Scope of Work of the Empaneled Printers shall include the printing and supply of printed Publicity Materials i.e., leaflets, posters, brochures, banners, booklets, standee, stickers, vinyl printing, insurance receipt, letters, formats, etc. Apart from this other printing jobs such as inland letters, visiting cards, letter heads, File Covers, Envelopes, letter pad, Format Pads printing of vouchers, customized printed bags, masks, pens etc. may also be assigned as per requirement.



### 3. ELIGIBILITY CRITERIA

The minimum Eligibility Criteria are stipulated below. An Agency not meeting any of the following criteria would be summarily rejected and would not be considered for further evaluation:

- 3.1 The Agency should be a firm/company/body registered or incorporated in India. It can be a Government Organization / Public Sector Unit / Partnership Firm/Limited Liability Partnership (LLP) / Private Limited Company/Public Limited Company/autonomous body/Proprietorship.
- 3.2 The Agency must have its own in-house state-of-the-art facilities for black & white and color printing (digital and offset) and all other auxiliary facilities and should be in operation in **Municipal limits of Tricity viz. Chandigarh, Panchkula & SAS Nagar Mohali only** since last 3 years from the date of issuance of this EOI.
- 3.3 The Agency shall have annual average turnover of minimum Rs. 15 Lakhs for last 3 financial years i.e FY 2020-21, 2019-20 and 2018-19.
- 3.4 The Agency should have satisfactorily completed at least one printing order as per Scope of Work mentioned above of not less than Rs. 5 lakh value in previous 03 years i.e. FY 2020-21, 2019-20 and 2018-19.
- 3.5 The Agency should have earned net profit during any 2 out of last 3 years i.e. FY 2020-21, 2019-20 and 2018-19.
- 3.6 The Agency should not have been blacklisted/ debarred by any Central/ state government/ public sector undertaking/ Banks, their services not terminated by AIC due to deficiency in service in last three years and not involved in any litigation with any entity inclusive AIC that may affect or compromise the delivery of service required.

**Relaxations for Startups:** For Startups with DPIIT Certificate of Recognition, following relaxations are given in the eligibility criteria:

- The Agency should be in operation in **Municipal limits of Tricity viz. Chandigarh, Panchkula & SAS Nagar Mohali only** since last 2 years from the date of issuance of this EOI.
- The Agency shall have annual average turnover of minimum Rs. 10 Lakhs for last 2 financial years i.e FY 2020-21 and 2019-20.
- The Agency should have satisfactorily completed at least one printing order as per Scope of Work mentioned above of not less than Rs. 3 lakh value in previous 02 years.
- The Agency should have earned net profit during any of the last 2 years i.e. FY 2020-21 and 2019-20.

### 4. PROCEDURE FOR EMPANELMENT

- 4.1 An Evaluation committee headed by Regional Manager shall oversee the EOI process and declare the Empaneled Printers as per the EOI process.
- 4.2 EOI Submission - Interested Agencies may submit their Proposals as per the terms of this EOI document within the given timeline.
- 4.3 Eligibility Evaluation - All Proposals received as per prima-facie validity shall be scrutinized for Eligibility as per the criteria set out in this document. Any Proposal not meeting even a single Eligibility criterion shall be summarily rejected.
- 4.4 Agencies are not required to submit any Financial Bids along with this EOI.
- 4.5 All the Eligible Agencies would be empaneled as per terms of this EOI document.



5. EOI CONTENTS

Envelope No.	Contents	Remarks
1	Eligibility Bid – Annexure 1, 2, 3 (integrity pact) & 4 along with all required documents.	Sealed cover marked “Eligibility Bid”
2	Demand Draft/Cheque of Rs. 500/- favouring “Agriculture Insurance Company of India Limited” payable at Chandigarh, being one-time, non-refundable EOI Fee	Open cover marked “EOI Fee”
3	Bid security declaration lieu of EMD – Annexure 5	Open cover marked “Bid security declaration”

- 5.1 All the above envelopes must be submitted in one sealed super-cover marked “AIC – Empanelment of Printers – 2022”.
- 5.2 Bidders shall have to furnish, as part of bid, Bid Security Declaration as per Annexure-5. A bid not accompanied by Bid Security Declaration shall be rejected being non-responsive at the bid opening stage.
- 5.3 AIC Bank account details for EMD:

A/c Name	AIC of India Expenses of Management Control Account
A/c No.	041010200008488
Bank	Axis Bank Ltd.
IFSC	UTIB0000041

- 5.4 Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), Agencies registered with the Central Purchase Organization are exempted for EMD and Tender Fee. However, Startups with DPIIT Certificate of Recognition for Startups are exempted for only EMD fee but Tender Fee would be payable. **The Certificate for registration/recognition shall be attached in the corresponding envelope while submitting the Proposal failing which the proposal shall not be considered.**
- The sealed Proposal shall be addressed to

**Regional Manager,  
Agriculture Insurance Company of India Limited  
Cabin no. 7, 3<sup>rd</sup> Floor Agro Mall, Sector 20, Panchkula – 131147 (HR.)**

- 5.5 The Proposal must reach to us as per schedule. AIC SHALL NOT BE LIABLE for Proposals lost in transit or submitted late. As such, all late bids shall not be considered.
- 5.6 Any Proposal submitted without ALL the above shall be rejected summarily. All Annexures should be duly signed by the Authorized Signatory.

Agencies are liable to be disqualified if, at any stage of evaluation or after the empanelment, it is found that the Agency’s declaration with regard to any of the set Eligibility Criteria as indicated and the other data, if any, given in response to this EOI is incorrect.



## 6. PERFORMANCE BANK GUARANTEE

The successful applicants shall be required to furnish a performance security of Rs. 25000 /-(Rupees Twenty-Five Thousand only) by way of Demand Draft/RTGS or Bank Guarantee in favour of "Agriculture Insurance Company of India Limited" within 10 days from the date of empanelment. The PBG shall be valid throughout the term of empanelment with AIC. The bank guarantee towards performance security shall remain valid beyond 60 days beyond the term of empanelment with AIC.

In the event the successful bidder fails to submit the PBG within 10 days from the date of empanelment, the empanelment shall be deemed to have been cancelled/withdrawn and the bidder will be suspended from participating in any tender process of AIC for a period of three years. Thereupon all rights, privileges, claims and entitlements of the successful Bidder under or arising out of this tender shall be deemed to have been waived by, and to have ceased with the concurrence of the successful Bidder.

## 7. DURATION OF EMPANELMENT

The Panel shall ordinarily remain valid **for a period of 3 years, extendable by another 1 year at the discretion of a committee headed by Regional Manager, Chandigarh.** However, the committee reserves the right and discretion to cancel the entire Panel at any time without assigning any reason.

Furthermore, AIC may conduct periodical reviews; and reserves the right and discretion to terminate the empanelment of any Agency at any time without assigning any reason; and thereafter carry on with the remaining Agencies on the Panel.

## 8. AMENDMENT TO THE EOI DOCUMENT

- 8.1 At any time prior to the date of submission of Proposals, AIC, for any reason, may modify the EOI Document, by amendment.
- 8.2 The amendment will be posted on AIC's website [www.aicofindia.com](http://www.aicofindia.com) and CPPP (<https://eprocure.gov.in/cppp/>).
- 8.3 All Agencies must ensure that such clarifications have been considered by them before submitting the Proposal. AIC will not have any responsibility in case some omission is done by any Agency.
- 8.4 In order to allow prospective Agencies reasonable time in which to take the amendment into account in preparing their Proposals, AIC, at its discretion, may extend the deadline for the submission of Proposals.

## 9. PENALTY PROVISION

The Empaneled Agencies will be required to serve AIC for services as per terms mentioned in Empanelment Letter/ Work Order in conformity with the Scope of Work. Any avoidance/denial of any service will be treated as serious failure based on which penalty up to 10% of the work order (which is denied/avoided by the Agency) may be deducted from the Performance Security or any other dues to the agency as liquidated damages. Also, a penalty @ 0.5 % per day of the value of the work order shall be levied on the selected empaneled agency to whom the work order has been issued if the agency fails to provide services as per the timelines specified in the work order. Additionally, such avoidance/denial of the work or delay in providing the services can lead to the termination of the agency.

## 10. DISCLAIMER

The EOI document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed upon, between the AIC



and the Empaneled Agency. AIC does not warranty any quantum of work to the empaneled agencies for any activities mentioned in the scope of work of this EOI.

### **11. INFLUENCING THE EVALUATION OF PROPOSALS & EMPANELMENT**

No applicant shall attempt to influence AIC on any matter related to the proposal for Empanelment. Any attempt to influence AIC in the evaluation of proposals and Empanelment of Agencies shall result in summary rejection of the proposal(s) of such Agency(ies).

### **12. ACCEPTANCE OF SELECTION PROCESS**

Each Recipient / Respondent having responded to this EOI acknowledges to have read, understood, and accepts the selection & evaluation process mentioned in this ROI document. The Recipient / Respondent ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this EOI

### **13. WORK ALLOCATION AMONG EMPANELED AGENCIES**

- 13.1 The allocation of any work shall be done by inviting quotations from the empaneled agencies. Quotations shall be invited by AIC by issuing a letter/e-mail/document mentioning Scope of Work and other terms & conditions. The empaneled agencies will be allowed 07 days for submitting the financial bid strictly in the format provided by AIC. However, in case all the empaneled agencies have submitted the bids before 07 days, the same will be opened immediately on receipt. Upon the expiry of the stipulated period for submitting the bids, the Agency quoting lowest (L-1) rate shall be awarded the Work. In case lowest (L-1) bidder is not in the position to supply items as per requirements of AIC, the L-2 bidder shall be awarded the Work at L-1 rates. In case of tie, the quantity may be distributed among L-1 Bidders.
- 13.2 AIC also reserves the right and discretion to get any printing work done by any Agency whatsoever (even outside the panel).

### **14. PAYMENT TERMS**

- 14.1 The empaneled Agency shall not be paid any advance for any activity.
- 14.2 Payment shall be made upon completion of any printing work and within 15 days of approval of invoice along with required documents to the satisfaction of AIC.

### **15. CONDITIONAL BID**

Any conditional bid or counter offer shall be liable for rejection. The bidder shall accept the bid in entirety and in the event any terms is not accepted, or the bid is submitted with any conditions, such bid shall be liable for rejection.

### **16. TERMINATION**

AIC shall, in addition to other remedial steps to be taken as provided in the conditions of EOI be entitled to cancel the empanelment on any Agency or entire panel if the empaneled Agency:

- 16.1 Makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from AIC, then on the expiry of the period as specified in the notice.
- 16.2 Commits default/breach in complying with any of the terms and conditions of the EOI and/or the issued work order and does not remedy it or fails to take effective steps for the remedy to the satisfaction of AIC.
- 16.3 Become insolvent or has initiated the process of insolvency.

Further, AIC can terminate all/any particular empaneled agency(ies) at any time, with or without reasons, by giving 30 days written notice.



It is clarified that the approved bills up to the effective date of termination will be paid as per the EOI payment terms.

The Empaneled Agency can terminate the work order if AIC fails to abide by the payments terms as mentioned in the EOI provided the empaneled Agency shall give a notice of 15 days for rectification of the same.

#### **17. INDEMNIFICATION:**

- 17.1 The empaneled Agency shall indemnify and keep indemnified AIC from and against any and all claims, direct losses, injuries, liabilities, reasonable costs and expenses, direct damages, actions or proceedings which may be made or taken against the AIC by any person arising out of any breach, action or inaction of the Empaneled Agency under this EOI.
- 17.2 The empaneled Agency is to also ensure the compliance of laws including labour laws as applicable and the empaneled Agency will indemnify AIC for any liability arising out of such violation / breach of any provision of laws.

#### **18. LIMITATION OF LIABILITY**

Unless otherwise stated in this EOI, neither Party shall, in any event, regardless of the form of claim, be liable for any indirect, special, punitive, exemplary, speculative, or consequential damages.

- 18.1 Subject to the above and unless otherwise stated in this ROI, the maximum aggregate liability of the empaneled Agency, regardless of the form of claim, shall be the total contract value.
- 18.2 Notwithstanding anything mentioned in this EOI document, the Breach of indemnity clause including any third-party liability due to loss of life and violation of Intellectual Property Rights (IPR) shall be excluded from purview of limitation of liability.

#### **19. GENERAL TERMS AND CONDITIONS**

- 19.1 In the case of dispute arising upon or in relation to or in connection with this EOI or the consequent empanelment between AIC and the empaneled agency, which has not been settled amicably, any party in dispute can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to a sole arbitrator to be appointed mutually by the parties to the dispute. Arbitration proceedings shall be held in Chandigarh, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English. The expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- 19.2 The empaneled agency shall comply with all applicable union, state and local laws, ordinances, regulations and codes in performing its obligations hereunder. If at any time during the term of the empanelment, agency is in violation of any law, ordinance, regulation, or code, AIC shall be entitled to de-panel the agency with immediate effect.
- 19.3 The original information, the methodology adopted, original data, derived data including outcome of the EOI, the originals of any reports and documents or materials prepared or information produced as a result of the services under this EOI and all intellectual property





rights therein, unless otherwise specifically stated, shall be and shall remain exclusive property of AIC.

- 19.4 No separate contract shall be signed. The terms of this EOI document along with empanelment letter and work order shall be scrupulously followed and will determine the rights and obligations of respective parties.
- 19.5 Except with the prior written consent of AIC, the Bidder and the Personnel shall not at any time communicate to any person or entity any information acquired in the course of the Services, nor shall the Bidder and its Personnel make public any information/ document shared in the course of, or as a result of, the Services.



**COVER CUM UNDERTAKING LETTER**  
**(ON BIDDER'S LETTER HEAD)**

To,  
Regional Manager  
Regional Office  
Agriculture Insurance company of India Limited,  
Cabin no. 7, 3<sup>rd</sup> Floor, Agro Mall, Sector 20  
Panchkula- 131147 (HR.)

Date:

Dear Sir,

Sub: Empanelment of Printers

Having examined the EOI document including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as mentioned in EOI document in conformity with the said EOI document.

We understand that the EOI document provides generic specifications about all the items, and it has not been prepared by keeping in view any specific bidder. We have ensured ourselves about the eligibility criteria before submitting the tender.

We have read, understood, and accepted the terms/ conditions/ rules mentioned in the EOI document.

We undertake that in competing for and if the award is made to us, in executing the Work, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We are not blacklisted in last 3 years by any Government/ Ministry/Department/PSU nor debarred from dealing with any company/ public department.

Our services are not terminated by AIC pursuant to our deficiency in service in last three years and we are not involved in any litigation with any entity inclusive AIC that may affect or compromise the delivery of service required.

I/we further certify that I am /we are competent officer in my company to make this declaration that our bid and its terms & conditions is binding on us and persons claiming through us and that you are not bound to accept a bid you receive.

We understand that the whole empanelment exercise may be scrapped by AIC without assigning any reason and it is acceptable to us.

We certify that we have provided all the information requested by AIC in the format requested for. We also understand that AIC has the exclusive right to reject this offer in case AIC is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that the information submitted is true to our knowledge and AIC reserves the right to reject the offer if anything is found incorrect.

Place:

Date:

Seal and signature of the bidder

**ELIGIBILITY BID FOR EMPANELMENT OF PRINTERS**

SNO	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Whether firm/company/body registered or incorporated in India. Government Organization / Public Sector Unit / Partnership Firm/Limited Liability Partnership (LLP) / Private Limited Company/Public Limited Company/autonomous body/Proprietorship.	
4.	Name and Mobile no. of the Authorized Person who will be responsible for bid submission and will be a single point of Contact.	
5.	Name of Chairperson/Director: Landline no: Mobile no:	
6.	E Mail Address and website address, if any:	
7.	Landline Number: Mobile Number: Secondary Mobile Number:	
8.	GSTIN Number AND Registration Number	
9.	PAN No. of the Agency	
10.	No. of year(s) of experience in the field	
11.	Detail of printing assignments handled	
12.	Detailed Strength of staff handling the work assignment in the agency	
13.	Annual Average turnover for past 03 years i.e. 2018-19, 2019-20 & 2020-21)	
14.	Any other relevant information	

**Eligibility Qualification Checklist:**

*(All documents must be serially numbered and signed with official stamp)*

Sr. No.	Particulars	Status (Yes/No)	Proof attached at Page No.
1.	Signed & Stamped cover cum undertaking letter (Annexure-1)		
2.	Eligibility Bid Format (Annexure-2)		
3.	Signed & Stamped Integrity Pact (Annexure-3)		
4.	Bid Security Declaration in lieu of EMD as per Annexure 5		
5.	Proof of submission of Tender Fees		
6.	Copy of registration of firm/establishment/company		
7.	Document showing location at Chandigarh Tricity		
8.	Certificate for MSME and Startups (if applicable)		



9	Copy of PAN card		
10	Copy of GSTIN Certificate		
11	Authorized personnel details and authorization letter		
12	Detail of printing assignments handled		
13	Detailed Strength of staff handling the work assignment in the agency		
14.	Minimum Average Annual turnover for past 03 immediate financial years (FY 2018-19, 2019-20, 2020-21) is Rs. 15 Lakhs ( <i>Rs. 10 Lakh for last 2 FY 2020-21 &amp; 2019-20 for Startups</i> ) (CA certificate Annexure-4)		
15	CA Certificate (Annexure-4) for earning net profit during any 2 out of last 3 years i.e., FY 2020-21, 2019-20 & 2018-19 ( <i>any of the last 2 years i.e. FY 2020-21 &amp; 2019-20 for Startups</i> )		
16	Proof of operation in Municipal limits of Tricity viz. Chandigarh, Panchkula & SAS Nagar Mohali only since last 3 years from the date of issuance of this EOI – 3-year-old Electricity bill or water bill or any other evidence ( <i>2 years for startups</i> )		
17.	Proof of owning in-house state-of-the-art facilities for colour printing (digital and offset) and all other auxiliary facilities		
18.	Completed at least 01 (one) similar kind of work during previous 3 years of not less than Rs. 5 Lakh value per year (not less than Rs. 3 Lakh value in previous 2 years for Startups) (Completion of contract certificate from previous organization mentioning value of work completed)		
19	Signed & Stamped EOI Document		

Place: .....  
authorized signature)

(Signature and seal of the

Date: .....



**Documents to be Mandatorily submitted in support of the Eligibility bid:**

1. Signed & Stamped cover cum undertaking letter (Annexure-1)
2. Eligibility Bid Format (Annexure-2)
3. Signed & Stamped Integrity Pact (Annexure-3)
4. Bid Security Declaration in lieu of EMD as per Annexure 5
5. Proof of submission of Tender Fees
6. Copy of registration of firm/establishment/company
7. Document showing location at Chandigarh Tricity
8. Certificate for MSME and Startups (if applicable)
9. Copy of PAN card
10. Copy of GSTIN Certificate
11. Authorized personnel details and authorization letter
12. Detail of printing assignments handled on letter head
13. Detailed Strength of staff handling the work assignment in the agency on letter head
14. CA Certificate showing Minimum Average Annual turnover for past 03 immediate financial years (FY 2018-19, 2019-20, 2020-21) is Rs. 15 Lakhs (Rs. 10 Lakh for last 2 FY 2020-21 & 2019-20 for Startups) (Annexure-4)
15. CA Certificate for earning net profit during any 2 out of last 3 years i.e. FY 2020-21, 2019-20 & 2018-19 (any of the last 2 years i.e. FY 2020-21 & 2019-20 for Startups) (Annexure-4)
16. Proof of operation in Municipal limits of Tricity viz. Chandigarh, Panchkula & SAS Nagar Mohali only since last 3 years from the date of issuance of this EOI – 3 year old Electricity bill or water bill or any other evidence (2 years for startups)
17. Proof of owning in-house state-of-the-art facilities for colour printing (digital and offset) and all other auxiliary facilities
18. Proof of completion of at least 01 (one) similar kind of work during previous 3 years of not less than Rs. 5 Lakh value per year (not less than Rs. 3 Lakh value in previous 2 years for Startups) (completion of contract certificate from previous organization mentioning value of work completed)
19. Signed & Stamped EOI Document

(Signature and seal of the authorized signature)

Date:

Place:

**Note:**

1. AIC reserves the right to verify the facts given by the Agency with any authority.
2. All the pages and supporting documents should be duly signed by the Authorized signatory.
3. AIC will not be responsible for any oversight if a particular document is not referred to, at designated place in the formats.



**INTEGRITY PACT**  
**(ON BIDDER'S LETTER HEAD)**

Between  
THE AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED (AICL) hereinafter referred to as "The Principal"  
and  
M/s \_\_\_\_\_ hereinafter referred to as  
"The Bidder".

**Preamble**

The principal intends to empanel Agencies, under laid down organizational procedures, for supplying the printing materials of the Company. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s).

In order to achieve these goals, the Principal has appointed Independent External Monitor (IEM) who will monitor the bid process and the execution of the contract for compliance with the Principal mentioned above. This project will be reviewed by following Independent External Monitors.

1. Sh. V. Venkatachalam, (IAS Retd.) No. 92, Ram Nagar, North Extn., 6th Main Road, Vijaya Nagar, Velachery, Chennai - 600 042. Email- vvenkat1952@yahoo.co.in	2. Ms. Arundhaty Ghosh, IPOs (Retd.) CG 151, 1st floor, Sector II, Salt Lake Kolkata- 700 091. Email - arundhatyg@gmail.com
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**Section 1 – Commitments of the Principal**

1. The Principal Commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a. No employee of the Principal, personally or through family members, will in connection with the EOI for, or the execution of a contract, demand, take a promise for or accept, for self or third period, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the EOI process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the Bid process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential /additional information through which the Bidder(s) could obtain an advantage in relation to the Bid process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC / PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 – Commitments of the Bidder(s)**

1. The Bidder(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Bid process and during the contract execution.



- a. The Bidder(s) will not directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the EOI process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the EOI process or during the execution of the contract.
  - b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s) will not commit any offence under the relevant IPC / PC Act, further the Bidder(s) will not use improperly, for purposes of competitive or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s) of foreign origin shall disclose the name and address of the Agents / representatives in India, if any. Similarly, the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s) / Contractor(s). Further, as mentioned in the Guidelines all the payments will be made in Indian Rupees Only.
  - e. The Bidder(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
2. The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to the offences.

### Section 3 – Disqualification from Bid process and exclusion from future contracts

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) from the EOI process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

### Section 4 – Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the EOI process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit / Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract Value or the amount equivalent to Performance Bank Guarantee.

### Section 5 – Previous transgression

1. The Bidder declared that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.



2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the EOI process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings”.

#### Section 6 – Equal treatment of all Bidders

1. In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub- contractor.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the EOI process all bidders who do not sign this Pact or violate its provisions.

#### Section 7 – Criminal Charges against violating Bidder(s)

If the Principal obtains knowledge of conduct of a Bidder, or of an employee or a representative or an associate of a Bidder, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### Section 8 – Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It would be obligatory for him/her to treat the information and documents of the Bidders/ Contractors as confidential. He reports to the Chairman cum Managing Director, The Agriculture Insurance Company of India Limited.
3. The Bidder(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) with confidentiality. The Monitor has also signed declarations on Non-Disclosure of Confidential Information’ and of ‘Absence of Conflict of Interest’. In case of any conflict of interest arising at. Later date, the IEM shall inform the CMD, AICL and recuse himself/herself from that case.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings should have an impact on the contractual relations between the principal and the Bidder. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the CMD, AICL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.





8. If the Monitor has reported to the CMD, a substantiated suspicion of an offence under relevant IPC /PC Act, and the CMD has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance commissioner.
9. The word 'Monitor' would include both singular and plural.

#### Section 9 – Pact Duration

The Pact begins when both parties have legally signed it. It expires for the Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by CMD of AICL.

#### Section 10 – Other provisions

1. This agreement is subject to Indian Law; Place of performance and jurisdiction is the Registered Office of the Principal i.e. New Delhi.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like Warranty/Guarantee etc shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)  
(Office Seal)

(For & On behalf of Bidder/Contractor)  
(Office Seal)

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Witness 1:

(Name & Address)

Witness 2 :

(Name & Address)



ANNEXURE-4

**ANNUAL TURN OVER AND PROFIT/LOSS STATEMENT**  
**(TO BE FURNISHED IN THE Letter Head of the AUDITOR/CHARTERED ACCOUNTANT)**

The annual turnover and profit/loss statement for the past three financial years of M/s \_\_\_\_\_ (name of firm/establishment/company) are given below and certified that statement is true and correct.

Sl.no.	Year	Turnover in Rs.	Profit/loss
1.	2018-19 (FY)		
2.	2019-20 (FY)		
3.	2020-21 (FY)		

Average Annual turnover (for the above three years) in (Rs.) \_\_\_\_\_

Date:  
Place:

Signature of Auditor/Chartered Accountant  
(Name of Auditor/Chartered Accountant)

Seal:

Membership No.:  
Registration No. of firm:  
UDIN no:

**Note: To be issued in the letter head of Auditor/Chartered Accountant mentioning the membership no.**



**Annexure - 5**

**Bid Security Declaration in lieu of EMD**

To,  
Regional Manager  
Agriculture Insurance company of India Limited,  
Cabin no. 7, 3<sup>rd</sup> Floor, Agro Mall, Sector 20  
Panchkula- 131147 (HR.)

Date:

Dear Sir,

Sub: BID SECURITY DECLARATION in respect of No.: AIC/CHD/Empanelment of vendors for supplying printed materials (Printers) /2022-2023/1 for "EMPANELMENT OF VENDORS FOR SUPPLYING PRINTED MATERIALS (Printers)"

We hereby undertake to abide by all the tender conditions unconditionally. We further undertake as follows:

- a. We will not withdraw our bid during the period of bid validity specified in the tender.
- b. In the case we are one of the successful bidders who are being empaneled, we will not withdraw or amend the tender conditions or impair or derogate from the tender.
- c. We shall furnish performance guarantee as per the provisions of the tender document within the time stipulated.

In the event of any breach of this undertaking, we understand and acknowledge that we shall be blacklisted for a period of 03 years from the date of breach from any future assignments with AIC.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of authorized person with seal  
Name of Authorized\* Signatory