



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

LIMITED TENDER DOCUMENT

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

EXECUTIVE DIARY
EXECUTIVE CALENDAR
TABLE CALENDAR
1-SHEET CALENDAR

FOR THE YEAR 2020

कृषक यत्न रक्षणम्

TENDER NO.: 2019-20/PUB/01
DATE OF ISSUE: 07.10.2019

LAST DATE FOR SUBMISSION OF BID
14th OCTOBER 2019 UPTO 1700 HOURS

For any clarification, please contact:

Publicity Department
Plate B & C, 5th Floor, Office Block - 1, East Kidwai Nagar, New Delhi - 110023
Phone: 011-24604444



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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 Quotations from Delhi/NCR based **DAVP Empaneled 'A' class offset Printers and Diary Makers** for Design & Execution (Printing, Binding, Packing & Despatch to HO/ROs) of **Executive Diary, Executive Calendar, Table Calendar and 1-Sheet Calendar.**

1. **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 above four items, 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 Calendars and 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.

2. **ITEM SPECIFICATIONS**

i) **EXECUTIVE DIARY:**

Quantity	9,000
Size of the Diary (excluding case board)	A5 Inside -5.8-inch x 8.3 inch; Outside – 6.05 inch x 8.55 inch
No. of pages	Pages: 1) Internal Diary: 325 diaries a. No of pages-296 text pages + 8 Asters. 2) External diary: 8675 diaries- No of Pages: Approx. 284 Text + 8 Astar
Pagination (for Internal diaries for employees), Quantity - 325	AIC Name, address - 1 (Multi Colour page) Personal Details - 1 Information related to AIC - 4 Details of AIC Officials with their Contact details - 24 Monthly Planner - 12 Pages for Noting - 254 Reference calendar 2019, 2020 & 2021 - 2 (Colour Astar) Map of India showing AIC Regional Offices - 1 (Colour Astar)
Pagination (General diaries),	AIC Name, address - 1 (Colour page)



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Quantity - 8675	Personal Details - 1 Information related to AIC - 4 Details of AIC Officials with their Contact details - 2 Monthly Planner - 12 Pages for Noting - 264 Reference calendar 2019, 2020 & 2021 - 2 (Colour Astar) Map of India showing AIC Regional Offices - 1 (Colour Astar)
Design	i) Basic art work to be given by AIC; Design to be done in consultation with AIC. ii) Dateless Diary; AIC's logo on the right-hand upper side of each page; Lines- Faint / Light Grey iii) AIC Logo as water mark on each text page iv) Year '2020' Blind Embossing on Diary Cover (in vertical fashion at the left-hand side of the Diary). v) AIC Logo Blind embossing at the bottom centre of the cover with name of the company (Bilingual). vi) Pages to have Rounded/Curved edges.
Paper	Text sheets - "A" Grade; 70 GSM Maplitho, Natural Shade, Brightness - Off White Aster/inner cover - "A" Grade; 120 GSM Maplitho, Natural Shade, Brightness - Off White
Cover & Board	Imported PU material of NADIR by Synt3 (Made in Italy) No. 4747, pasted over 1.7 mm imported Board of Smurfit Kappa/Solidus solutions (Holland).
Binding	i) Either White binding cloth or Gauze pasted white paper should be used to the spine and it should be wider than the spine. ii) This Overhang along with the End Patti should be glued down to the case boards along with the End pages to link the spine of the book to the hard cover. iii) Synthetic Glue and other material of standard quality should be used for binding process so that Diary should not have smell or odour. iv) Stiffer will be as per Diary Thickness v) Diary Lace - Light Green Colour. Length of the lace should be suitable for A5 sized Diary. vi) Back side nylon strip : back side 10 mm nylon strip. vii) The pages should be sewn on Auto or Semi-Automatic Sewing Machine Before proceeding for printing, the Printer should get dummy Diary approved from AIC Publicity Department.
Guilding	The Text Pages will have three-sided mirror finish MATTY SILVER EDGE GUILDING ON AUTOMATED OSCHNER 2000 or alike machine with imported good quality
Names To Be Printed	One Name each will have to be EMBOSSSED in Silver Foiling on front cover of 325 personalized Diaries. These names will be sent to the Printer by our Publicity Department
Wrapping and 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



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	sheet with water proof arrangement neatly set in 7 ply corrugated boxes to contain a quantity of 20 diaries each duly stripped to handle.
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EXECUTIVE CALENDARS (6+1 Sheets)

Specifications	Quantity
<p><i>Sheets:</i> 6 + 1 <i>Pages:</i> 14 (6x2 + 2 Fly leaf - single side) <i>Print:</i> Back to back <i>Colour:</i> 4 + 4 <i>Size & Shape:</i> 17" x 24" <i>Paper:</i> a) 170 GSM Sinnar Mass Art paper; b) Flyleaf - 90 GSM Maplitho <i>Binding:</i> wire-o-binding (17" side) on top side, by Auto Binder not manually, full hanger (edge-to-edge). <i>Language:</i> Bilingual (Hindi & English). <i>Design:</i> Design to be provided by AIC. <i>Creative/Photograph:</i> To be provided by AIC. <i>Individual Box:</i> Card board box with AIC Branding (4 Colour) and calendar should be inserted easily (For 3,000 calendars only) <i>Packing:</i> i) For loose calendars: 50 finished pieces, neatly packed in 7-ply corrugated cartons & striped to hold. ii) For Calendars with individual box: 20-30 pieces to be packed in corrugated cartons & striped to hold.</p>	12000

SINGLE SHEET CALENDAR

Specifications	Quantity
<p><i>Sheet:</i> Single <i>Print:</i> One side <i>Colour:</i> 4 + 0 <i>Size:</i> 19" x 27" <i>Paper:</i> 170 GSM Sinnar Mass Art paper; <i>Binding:</i> Mounted at top & bottom <i>Language:</i> Bilingual (Hindi & English) <i>Design:</i> Design to be done by printer in consultation with AIC. <i>Packing:</i> 25 finished pieces in one roll; 10 rolls neatly packed in one corrugated Box of 7-ply.</p>	55,000



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TABLE CALENDARS

Specifications	Quantity
<p>Design: To be done by Printer in consultation with AIC.</p> <p><u>Overall size:</u> 18 CM (H) x 24 CM (W) (Finished/Closed size) 42 CM (H) x 24 CM (W) (Open size / Stand Board Size) 6 CM (H) x 24 CM (W) (Two side base of stand – one side 3CM) 18 CM (H) X 23.5 CM (W) (Main Sheets)</p> <p>Pages: Main Sheets - 12 sheet (130 GSM Imported Art Paper with gloss finish) Fly leaf – 1 Nos. (130 GSM Imported Art Paper with gloss finish) PLC: 130 GSM Imported Art Paper (PLC to be pasted on Stand Board)</p> <p>Colours: Main Sheets & Fly Leaf - 4 Colours (Both Sides); PLC – 4 Colours (Single Side)</p> <p>Process: Offset</p> <p>Stand Board Thickness: 2 MM</p> <p>Binding: Imported powder coated white Wiro Binding on complete sheet at leaving 1 cm space on both sides on 24 CM</p> <p>Packaging: Each Calendar should be shrink-wrapped. For bulk delivery, they should be further packed in polythene sheet with water proof arrangement neatly set in corrugated boxes with 50 Nos. calendars in each.</p>	10,000

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 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.

3. SUBMISSION OF QUOTES

- i) The Bidders in DAVP empaneled A Category Printer list have to bid for all 3 types of Calendars and the Empaneled Diary Makers have to bid for the Executive Diary.
- ii) Quotation shall be submitted in a sealed envelope super scribed (QUOTATION FOR CALENDARS / DIARIES OF AIC) as the case may be.
- iii) Quotation shall be strictly as per the prescribed format (refer Annexure – 1).
- iv) The envelope shall be addressed to General Manager, Publicity Department, Agriculture Insurance Company of India Ltd, Plate B & C, 5th Floor, Office Block – 1, East Kidwai Nagar, New Delhi – 110023
- v) The Quotation must reach LATEST by 1700 hours on 14th October 2019. AIC SHALL NOT accept any responsibility for Quotations lost in transit.

4. EARNEST MONEY DEPOSIT (EMD):

Non-interest bearing EMD @ Rs. 50,000/- (Rupees Fifty thousand only) be required to be deposited by every bidder at the time of application in the form of demand draft drawn in favour of "AIC Of India Expenses of Management Control Account-007010200018780" payable at Delhi. This EMD would be refunded to the non-awardee



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firms within 3 days of opening the bids. This EMD shall be refundable to the Awardee Firm upon final settlement of accounts, subject to satisfaction of AIC. **However, AIC shall have the sole discretion and authority to deduct or forfeit part or full amount of the EMD in case of any deficiencies in the execution of the assignment in the opinion of AIC.**

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.

5. TIME SCHEDULE

The following Time Schedule must be adhered to:

SEQ	ACTIVITY	DATE	TIME
1	Issuance of Tender on AIC's Website	07.10.2019	1700 hrs
2	Last Date for submission of Quotes	14.10.2019	1700 hrs
3	Date of Opening Quotes	15.10.2019	15:00 hrs
4	Date of Tender Award	18.10.2019	15:00 hrs
5	Packed material to reach AIC offices	09.12.2019	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

6. 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 Publicity Dept. HO.
- Submission of invoice of payment to the 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).

7. CANCELLATION OF CONTRACT

In the event of Awarded Firm's failure or delay in executing 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 including the forfeiture of EMD and blacklisting for future contracts.

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.

8. LIQUIDATED DAMAGES



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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.

9. **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 therefore.
- b) AIC reserves the right, at its sole discretion without assigning any reasons therefore 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.
- c) 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.

**GENERAL MANAGER
(PUBLICITY)**



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ANNEXURE - 1

**FINANCIAL BID: EXECUTIVE DIARY
(Quantity = 9,000)**

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:

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

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

**FINANCIAL BID: EXECUTIVE CALENDAR
(Quantity = 12,000)**

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:

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

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

**FINANCIAL BID: TABLE CALENDAR
(Quantity = 10,000)**

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:

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

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

**FINANCIAL BID: 1-SHEET CALENDAR
(Quantity = 55,000)**

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:

1-SHEET CALENDAR - 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 - 2

DESTINATION DETAILS & QUANTITIES TO BE DELIVERED (Approx.)

OFFICE	ADDRESS	STD CODE	OFFICE	EXECUTIVE DIARY	EXECUTIVE CALENDAR		1-SHEET CALENDAR	TABLE CALENDAR
					TOTAL EXECUTIVE CALENDERS	INDIVIDUAL PACKING IN BOX(25% OF TOTAL)		
AHMEDABAD	Jeevan Vikas Building, 1st Floor, Opp. Jhansi Rani's Statue, Satellite Road, Ahmedabad - 380015, Gujarat.	079	26472600 26472604	500	600	150	2000	600
BANGALORE	No.18, 3rd Floor, Karnataka Pradesh Krishi Samaj, Nrupathunga Road, Hudson Circle, Bangalore - 560 001 Karnataka	080	22115158 22115501	350	600	150	1000	250
BHOPAL	LIC Central Zonal Office, Jeevan Shakha, 60-B, 1st Floor, Hoshangabad Road, Bhopal - 462011 Madhya Pradesh	0755	2700100 2700143	500	1500	375	3000	500
BHUBANESHWAR	87, Satyanagar, Bhubaneswar - 751 007 Orissa	0674	2572409 2570949	500	500	125	8000	1000
CHANDIGARH	Cabin No. 7, 3 rd Floor, Agro Mall, Sector-20, Panchkula, Haryana - 134117		9855543017	600	700	175	5000	1200
CHENNAI	No. 323, 1st Floor, Andhra Insurance Bldg, Thambu Chetty St, Parrys corner, Chennai - 600 001 Tamil Nadu	044	43403401 43403402	200	500	125	1000	350
DEHRADUN	56, Rajpur Road, Behind Hotel Classic, Dehradun - 248001 Uttarakhand	0135	2740233 2740244	500	500	125	6500	500
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	400	100	1000	500
GUWAHATI	H.No.160, 3rd Floor, (Above Vijay Bank Regional Office), Rajgarh Road, Guwahati - 781 007 Assam	0361	2462313 2462315	400	500	125	8000	400
HYDERABAD	3-5-817 & 818, 8 th Floor, United India Towers, Basheerbagh Cross Road, Hyderabad - 500 029 ; Telangana	040	23242594 23242595 23240235	400	600	150	2000	500
JAIPUR	Sanghi Upasana Towers, 4th Floor, C-98, Subhash Marg, Near Ahinsa Circle, C- Scheme, Jaipur - 302 001 Rajasthan	0141	4042999 4008670	500	500	125	2000	300
KOLKATA	Om Towers, 5th Floor, 32, Chowringhee Road, Kolkata - 700071 West Bengal.	033	22882666 22882665	500	500	125	1500	1000
LUCKNOW	5 th Floor, Jeevan Bhavan, Phase-II, Naval Kishore Road, Hazaratganj,	0522	4262301 9044445266	350	500	125	300	300



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	lucknow-226001 Uttar Pradesh							
MUMBAI	20th Floor, BSE Tower, Dalal Street, Fort, Mumbai - 400 023 Maharashtra	022	61710900 01,02, 03	200	400	100	500	200
PATNA	1 st Floor, Yunus Corporate, S. P. Verma Road, Patna - 800001, Bihar	0612	2216408, 2216426,	150	100	25	200	100
RAIPUR	Jeevan Prakash, Jeevan Bima Marg, Pandri, Raipur - 492 004 - Chattisgarh	0771	2583158	400	800	200	10000	700
RANCHI	1st Floor, Tara Tower, Radium Road, Kutchery Chowk Ranchi - 834 001 - Jharkhand	0651	6571147	150	300	75	1000	400
THIRUVANANTHAPURAM	8 th Floor, Carmel Towers, Cotton Hill P. O, Vazhuthacaud, Thiruvananthapuram - . 695 014 Kerala	0471	2334493 2334989	600	500	125	1000	800
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	24604444	2000	2000	500	1000	400
TOTAL				9000	12000	3000	55000	10000