

TENDER DOCUMENT FOR PRINTING MATERIALS

No.: AIC/JAI/Printing Material /2020-2021/

NOTICE

Agriculture Insurance Company of India Limited (hereinafter referred as AIC or The Company), invites sealed quotation (hereinafter called “the Tender”) in Two Bid-System from approved & eligible contractors/agencies of Autonomous bodies of State and Central Govt/GIPSA companies and other contractors/eligible Agencies (hereinafter called Agency/ies) to carry out **Printing & supply of different publicity materials in Jaipur, Rajasthan.**

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

Regional Manager
Agriculture Insurance Company of India Limited
Sanghi Upasna Towers, 4th Floor C-98 Subhash Marg,
Near Ahinsa Circle, Jaipur -302001

SCHEDULE OF DATES FOR TENDER:

Date of Tender	11.11.2020
Last date and time for submission of the tender	18.11.2020 at or before 11.AM
Opening of the Technical Bid	18.11.2020 at 12.00PM
Opening of Price/Financial Bid of technically qualified Bidder	18.11.2020 at 03.00PM
Declaration of the Successful Bidder	18.11.2020 at 05.00PM
Issue of the Work Order	As per requirement
NOTE: any change in the schedule shall be notified on the website of the company only and no individual communication will be sent to the bidder. Bidders are advised to regularly visit the website of the company for any updates on the tender.	

GENERAL TERMS & CONDITIONS

This tender document is neither an offer letter nor a legal contract, but an invitation for quotation. No contractual obligation on behalf of the AIC whatsoever shall arise from this tender process unless and until a formal Work Order is issued by duly authorized officer of AIC. Further, AIC does not guarantee or commit any minimum amount of printing work to the successful bidder by virtue of this tender.

A. BROAD SCOPE OF WORK

The Company requires Printing Material for its Jaipur Regional Office from entities having adequate experience in printing & supply of different type of printing assignments.

S.No	Name of the Item	Specification
1	Stickers	Multi-Colour Size 14cm X 22cm with gumming sheet having 100 gsm quality
2	Poster	Poster Multi Colour Size 58cm X 46cm with gumming sheet having 100 gsm quality
3	Leaflets	B/W A4 Size paper – 75 GSM Both Side Printing Multi-Colour offset printing (A4 size) Glossy 90 GSM with Art paper Both side printing
4	Cloth Banner	Multicolour (per Sq. ft.)
5	Flex Banner Printing	240 gsm Star Flex Colour Banner (per sq. ft.) Colour Normal (per sq. ft.)
6	Vinyl Printing	Solvent Vinyl Colour Printing (per sq. ft. wise) Vinyl Prints/Poster Colour with Sunboard (per sq.ft.)
7	Standee	Roll over Standee aluminium base Colour (6 ft X 3 ft) Normal (per unit) Roll over Standee aluminium base Colour (6 ft X 3 ft) Star Flex 3M Imported (per unit)
8	Printing of Insurance Receipt	A-4 Size B/W both side Printing (In-between 7,00,000 to 10,00,000)

B. ELIGIBILITY CRITERIA (TECHNICAL BID)

1. The Agency should be any of the legal entities as under:
 - a. A Propriety Concern or partnership firm/LLP or a Company (Public/Pvt Limited) formed under the Companies Act.
 - b. The Agency shall be in operation in **Municipal limits of Jaipur City**
2. Experience/Financial Strength:
 - a. The Agency should be equipped with adequate infrastructure, manpower and must have been in operation since last 3 years.
 - b. The Agency should have satisfactorily completed at least one or more similar work of not less than 5 lakh value in previous 03 years.
 - c. The agency shall have annual average turnover of minimum Rs. 20 Lakhs for last 3 financial years.

C. DOCUMENTS TO BE FURNISHED WITH THE TENDER DOCUMENT:

Documents mentioned in the Annexure B i.e. Technical Bid have to be mandatorily submitted. Failure to submit the required documents along with tender shall render the bidder ineligible for opening of financial/price bid.

D. PROCEDURE FOR SUBMISSION OF QUOTES:

The document can be downloaded from AIC's website <https://www.aicofindia.com/> & www.eprocure.gov.in. The tender shall be submitted in two bid system i.e. Technical Bid and Financial Bid.

- a) **Cover cum undertaking Letter:** Cover cum undertaking letter as per Annexure A shall be printed and duly signed on bidder's letterhead.
- b) **Technical Bid:** Technical Bid to be submitted will be as per Annexure B. The duly filled annexure B along with the required documents and the signed copy of the entire tender document (each and every page to be signed and duly stamped implying acceptance of terms and conditions of the tender) to be kept in a separate envelope marked a "Technical Bid". The bidders shall not give any financial information in the technical bid, failing which their bids are liable to be rejected
- c) **Price Bid:** Price/Financial bid shall be submitted as per Annexure C. Price Bid duly filled as per Annexure- C to be kept in a separate duly sealed envelope marked a "Price Bid".

Both the envelopes containing Technical Bid and Price/Financial Bid along with cover cum undertaking letter should be submitted in another bigger envelope super-scribed as "**Tender Document for Printing Material**".

E. EVALUATION PROCESS:

- a. A committee headed by Regional Manager shall oversee the tender process and declare the successful bidder as per the tender process.
- b. Complete tender along with all required Annexure's and other required documents is to be submitted at the addresses mentioned. In case the documents are not attached with the technical bid or are inconsistent with technical bid, such bid shall be rejected.
- c. Based on eligibility criteria (as mentioned in the tender document) supported by the relevant documents, if the Committee is satisfied about the credentials of the Agency, a decision to declare such bid as technically qualified will be recorded. Mere fulfilling eligibility criteria does not confer any right on the part of the applicant to be declared as technically qualified.
- d. No further queries shall be entertained for the Bidders whose bid is rejected for any reason whatsoever.
- e. Bidders whose bid is technically qualified shall be eligible for the opening of the Financial/Price bid. The financial/Price bid shall be opened at the time and place mentioned hereinabove.
- f. The bidder who has quoted the minimum rates shall be declared successful bidder and based on fulfilment of the tender requirement, will be awarded work order. It may be noted that the successful bidder may be different for different category of printing material based on their price/financial bid.
- g. In the event two or more bidder has quoted the same rates and the rates offered by them is the lowest one, then the quantity shall be distributed in equal proportion between such bidders. However, it is clarified that the distribution of the actual site/location shall be as per the discretion of the AIC and such bidders hereby undertakes to not to raise any objection in this regard.

- h. In the event L1 backs out, the tender shall be awarded to L2 on L1 rates and if L2 denies then L3 and so on.

F. EXECUTION OF THE AWARDED WORK ORDER:

- a. Separate purchase order shall be placed to the successful bidder as per our requirement during the project period. The items should be supplied within 7 days from the date of purchase order.
- b. The Regional Office Jaipur reserves the right to cancel the order in the case of delay in delivery of all the items.
- c. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same must be replaced immediately within seven days for replacement borne by the concerned awarded party.

G. PAYMENT TERMS

The successful bidder shall not be paid any advance on any account. The successful bidder shall be paid within 05 working days after completion of work as per work order and submission of the bills. The payment shall be subject to deduction of TDS as per applicable laws.

H. FORCE MAJEURE:

If the performance of any party to the tender is prevented, restricted or delayed by reasons beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to such events. As such, the timelines shall be extended for the performance of the tender. In the event of delay due to Force Majeure for more than 10 days the tender may be terminated at the discretion of the AIC. Termination under such circumstances will be without any liability on either side. However, the proportionate dues for completed work shall be paid by AIC.

OTHER TERMS

1. **TIME IS THE ESSENCE OF THE TENDER:**
Time is the essence of the tender and as such all works shall be completed strictly in accordance with the timelines mentioned in this tender.
2. **CONDITIONAL BIDS/OFFER:**
Any conditional bid or counteroffer shall be liable for rejection. Further, the successful bidder is not allowed to assign the tender.
3. **BINDING EFFECT OF THE TENDER:**
The terms and conditions of the tender and the subsequently issued work order/award shall have binding effect on the successful bidder. No separate contract shall be executed with the successful bidder.
4. **COMPENSATION FOR DELAY:**
If the successful bidder fails to maintain the required progress in terms of agreed execution plan, the successful bidder shall, without prejudice to any other right or remedy available under the law to AIC on account of such breach including termination of the tender, pay as compensation (Liquidated Damages) @ One percent (1%) per day of the value of work/purchase order. The aggregate of such compensation/ compensations shall not exceed 10 (ten) percent of the total value for work order.

5. INDEMNIFICATION:

- a. The Successful bidder shall indemnify and keep indemnified the 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 Successful bidder under this tender.
- b. Successful bidder is to also ensure the compliance of laws including labour laws as applicable and the Successful bidder will indemnify AIC for any liability arising out of such violation / breach of any provision of laws.

6. INTELLECTUAL PROPERTY RIGHTS (IPR)

The bidders shall not infringe the IPR of the company or any third party. Any liability arising out of infringement of IPR shall be sole responsibility of the Bidder. All information, documents and data coming in the possession of the bidder during the execution of the work shall at all time remain the property of the company. The bidder shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the company. The bidder shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.

ANNEXURE-A:
COVER CUM UNDERTAKING LETTER
(ON BIDDER'S LETTER HEAD)

To,

Date:

Regional Manager
Agriculture Insurance Company of India Limited
Sanghi Upasna Towers, 4th Floor C-98 Subhash Marg
Near Ahinsa Circle Jaipur -302001

Dear Sir,

Sub: Tender for printing material.

Having examined the Tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as mentioned in Tender document in conformity with the said Tender documents and in accordance with the financial/price bid.

- A. We understand that the Tender 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.
- B. We have read, understood and accepted the terms/ conditions/ rules mentioned in the Tender document.
- C. We undertake that in competing for and if the award is made to us, in executing the subject tender, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- D. We are not blacklisted currently by any Government/ Ministry/Department/PSU nor debarred currently from dealing with any company/ public department.
- E. We understand that AIC is not bound to accept the lowest or any offer AIC may receive. We also understand that the whole bidding exercise may be scrapped without assigning any reason and it is acceptable to us.
- F. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We undertake to comply all the terms and conditions of the tender.
- G. We understand that if we withdraw or modify our Bids during the period of validity, or if we are awarded the tender and we fail to submit the required performance security before the deadline defined in the request for bids document, we will be suspended for the period of three years from being eligible to submit Bids for tenders with our company.
- H. 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

ANNEXURE-B

TECHNICAL BID FOR QUALIFICATION OF AGENCIES

SNO	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Whether A Propriety Concern or A Partnership Firm registered under Indian Partnership Act, 1932 or A Company formed under the Companies Act or A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008)	
4.	Name of the Authorized Person who will be responsible for bid submission and will be a single point of Contact.	
5.	E Mail Address and website address, if any:	
6.	Landline Number: Mobile Number: Secondary Mobile Number:	
7.	GSTIN Number AND Registration Number	
8.	PAN No. of the Agency	
9.	No. of year(s) of experience in the field	
10.	Detail of similar assignments handled	
11.	Strength of staff handling the work assignment in the agency	
12.	Annual Average turnover for past 03 years	

Documents to be Mandatorily submitted in support of the technical bid:

- i) Copy of Registration of firm/establishment/company.
- ii) Copies of turnover certificate (e.g. audited balance sheet/CA certificate) for the latest Three Years (2017-18, 2018-19 and 2019-20). If accounts for FY 2019-20 not finalized, provisional turnover figure duly signed by CA may be mentioned.
- iii) Copy of the PAN CARD of the agency.
- iv) Copy of Registration of the Firm and the Copy of GSTIN.
- v) Copy of documentary proof mentioning the work experience of bidder.
- vi) Satisfactory completion of contract certificate (relevant to work experience given) from previous organization.
- vii) Authorization letter to sign and submit the Bid.

(Signature and seal of the authorized
signature)

Place

Date

ANNEXURE-C
PRICE BID FOR PRINTING MATERIALS

S.No	Name of the Item	Specification	Price (Exclusive GST)
1	Stickers	One-time order 1 to 5000	
		One-time order 5001 to 10000	
		One-time order 10001 to 15000	
2	Poster	One-time order 1 to 4000	
		One-time order 4001 to 12000	
		One-time order 12001 to 24000	
3	Leaflets B/W	One-time order 1 to 25,000	
		One-time order 25001 to 50,000	
		One-time order 50001 to 1,00,000	
	Leaflets Multi Colour	One-time order 1 to 4,000	
		One-time order 4001 to 12,000	
		One-time order 12001 to 24,000	
		One-time order 24001 to 48,000	
One-time order 48001 to 1,00,000			
4	Cloth Banner	Rate per Sq. ft	
5	Flex Banner Printing	Star Flex Colour Rate per Sq. ft	
		Normal Flex Rate per Sq. ft	
6	Vinyl Printing	Rate per Sq. ft	
		Rate per Sq. ft	
7	Standee	Star Flex Rate per Unit	
		Normal Rate per Unit	
8	Printing of Insurance Receipt	Rate per Insurance Receipt	

Rates should be quoted inclusive of cost of Sheet, Printing, block wise quantity packing, Transportation, DTP as per specifications, but exclusive of GST only. The cost so cited above may be placed with order for other printing items with similar specifications. The price bid shall be valid up to 01 year from the date of award of the work.

(Signature and seal of the authorized signatory)