

# The Oriental Insurance Company Limited Regional Office- Bhubaneswar

**ओरिएण्टल  
इंश्योरेंस**  
पृथ्वी, अग्नि, जल, आकाश। सबकी सुरक्षा हमारे पास।



**Oriental  
insurance**  
Prithvi, Agni, Jal, Aakash. Sab ki suraksha hamare paas.

## **REQUEST FOR QUOTATION FOR PRINTING OF INLAND LETTERS**

**(Tender No.: OIC/BHRO/CROPCELL/2019/01 dtd. Dated 14.02.2019)**

**Contact Person: Mr. Lingaraj Raju, Manager, LL No. 0674-2549642  
Email ID: lingaraj.raju@orientalinsurance.co.in**

**The Oriental Insurance Company Limited  
Crop Cell, Regional Office – Bhubaneswar  
Address: 4th Floor, Alok Bharati Towers  
Saheed Nagar, Bhubaneswar-751007  
CIN: U66010DL1947GOI007158  
<https://orientalinsurance.org.in>**

## NOTICE

The Oriental Insurance Company Limited (hereinafter as OICL or The Company), a Public Sector Undertaking, invites Quotation (hereinafter called RFQ) in Two Bid-System from eligible Printers for printing of Inland letters (A4 paper, light blue colour) in the quantity of 4 – 4.5 Lakhs.

The RFQ Document (including Annexure-A,B,C,D) containing the details of scope of work, eligibility criteria, submission requirement and terms of payment etc. can be downloaded from the official website of the Company: <https://orientalinsurance.org.in> under the link Tenders.

Duly completed application along with Annexure-A, B and other required documents is to be submitted in sealed envelopes in the Tender Box at the following addresses.

**The Oriental Insurance Co. Ltd.**  
**Regional Office, 4<sup>th</sup> Floor, Alok Bharati Towers**  
**Saheed Nagar, Bhubaneswar, Odisha-751007**

**Kindly note the following points: -**

Documents to be submitted with this RFQ are as under-

- Copy of registration of the firm/company/establishment, Copy of the PAN card & GST Regn. No. (if Any)
- Address Proof

Failure to produce above documents and Annexure-A along with RFQ application/ proposal may render the applicant ineligible for award of work order.

Any other document/ information that may be required shall be submitted by the Applicant in demand of OICL.

Last date for submission of Quotation is on or before 21<sup>st</sup> February, 2019. We will not review/consider any application if we receive it after 12:00 Noon on 21<sup>st</sup> February, 2019.

**Important Dates:**

- Pre Bid Meeting 18<sup>th</sup> February, 2019 (12:00 Noon)
- Submission of Bid Documents 21<sup>st</sup> February, 2019 (12:00 Noon)
- Opening of Technical Bid 21<sup>st</sup> February, 2019 (03:00 PM)
- Opening of Financial Bid 21<sup>st</sup> February, 2019 (05:00 PM)
- Award of Work Orders Dec 22<sup>nd</sup> February, 2019 (11:00 AM)
- Completion of Work on or before 28<sup>th</sup> February, 2019

This RFQ document is neither an offer letter nor a legal contract, but an invitation for quotation. No contractual obligation on behalf of the Insurer whatsoever shall arise from this RFQ process unless and until a formal contract is executed by duly authorized officers of OICL and the Agency.

## **A. BROAD SCOPE OF WORK**

The Company is planning to send Inland letters to Farmers who have insured their Crops under Pradhan Mantry Fasal Beema Yojana (PMFBY). The letters will be printed on both the sides, one side being common information regarding the scheme, and the other side to be different for each farmer as per the information to be provided to the selected vendor. Sample letter is enclosed as Annexure – (C) & (D).

### **Method of Execution of the Work:-**

1. The common information regarding the scheme shall be printed in *Odia* in Off-Set Printing Method.
2. The individual letters on the reverse side of the common information shall be printed in a template using Mail-Merge application from the Database in Excel format which will be provided only to the vendor selected for the work. On the said page, two lines using Asterisk symbol (\*) are to be inserted in such a way that the page will tri-fold perfectly by folding on the said lines. If the lines don't fall on the tri-fold, the entire lot of printouts shall be rejected.
3. The paper on which the letters shall be printed must be of 70GSM A4 Size and light blue in colour.
4. Total number of letters to be printed shall be 4 - 4.5 lakhs.
5. The total cost of the work shall include the cost of paper, printing, sorting and delivery at the address mentioned above.

Interested Agencies who are meeting the Eligibility Criteria as set up under para (C) may respond for the aforementioned work.

## **B. EVALUATION PROCESS:**

1. A committee constituted by Regional Office shall oversee and finalize the agencies to be selected to carry out the work as mentioned under Para A in two bid system, i.e. Technical Bid & Financial Bid.
2. Complete application along with Annexure A, B and other required documents is to be submitted in the Tender Box available at the addresses mentioned in page 2.
3. After receipt of applications, the designated Committee will scrutinize the same on the basis of infrastructure, fulfilling of eligibility criteria and experience of the people employed in the agency. The incomplete applications/applications with mismatched profiles will be rejected. Further to such scrutiny, the applicant(s) shall be called for personal interview, presentation on similar activities carried out earlier for other PSUs/State or Central Government.
4. Based on these parameters, if the Committee is satisfied about the credentials of the Agency and found as 'fit and proper' in the light of the nature of work, a decision to award the work will be recorded and communicated to the applicant. Mere eligibility, filing application and attending interview does not confer any right on the part of the applicant to be awarded with the work order.
5. The final evaluation for award of contract shall be on the basis of L1 Bid among the bidders who qualify in the Technical Bid.

## **C. ELIGIBILITY CRITERIA (TECHNICAL BID):**

1. **The Agency should be any of the legal entities as under:**
  - a. A Propriety Concern

- b. A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
- c. A Company formed under the Companies Act
- d. A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008.

**2. Infrastructure / Experience:** The Agency should have an independent office equipped with adequate manpower and must have performed similar work for at least 3 Organizations/ Companies/ Any Government Body in past 2 years.

**3. Rights/Authorization:**

The Company shall not be liable to any Local/ Municipal Bodies or any such Authorities for any breach of Authorization by the Agency.

## **D. NON-DISCLOSURE:**

The agency shall submit declaration stating that it will not disclose any of the information provided for printing of letters with any third party.

## **E. TERMS OF PAYMENT:**

The payment towards fulfilment of the work shall be made within 15 days from delivery of the letters and after scrutiny by the Company.

OICL holds the rights to withhold / reject the bill raised by the agency if completion of the work does not satisfy the Competent Authority.

## **F. PROCEDURE FOR SUBMISSION OF QUOTES:**

The bidders will be required to submit following documents in two separate envelopes:

**1. Technical Bid consisting:-**

- Hard copy of the complete technical-bid - Annexure A as per the format given in the RFQ.

**2. Commercial Bid consisting:-**

- Commercial Bid duly filled in with prices in Annexure- B

Two sealed envelopes containing Technical Bid and Commercial Bid should be submitted in another envelope super-scribed “**RFQ CROP CELL - OIC/BHRO/CROPCELL/2019/01 Dated 14.02.2019**” and dropped in the Tender Box.

## ANNEXURE - A

### APPLICATION FORMAT FOR AGENCIES TO CARRY OUT PRINTING WORK

| SL. NO. | PARTICULARS   | DETAILS  |
|---------|---|--|
| 1       | Name of the Agency  |  |
| 2       | Head Office Address<br>(Attach a proof of address)                                      |  |
| 3       | Status of the Agency<br>(Please tick)   | a) A Propriety Concern<br>b) A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)<br>c) A Company formed under the Companies Act<br>d) A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008 |
| 4       | Name of the Chairperson / Director,<br>Qualification and Telephone & Mobile<br>number   |  |
| 5       | GST Number  |  |
| 6       | Office Phone numbers  |  |
| 7       | Fax   |  |
| 8       | E-mail  |  |
| 9       | Website (if any)  |  |
| 10      | Registration Number (Attach proof)  |  |
| 11      | PAN No. of the Agency (Attach proof)  |  |
| 12      | Detailed strength of staff handling<br>work assignment in the agency<br>(Attach Proof)  |  |
| 13      | No. of year(s) of experience in the field   |  |
| 14      | Detail of similar assignments handled   |  |
| 15      | List of organizations with whom the Agency<br>has worked in the past.<br>(Attach proof) |  |
| 16      | Any other relevant information  |  |

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application for RFQ is liable to be rejected.

**PLACE:**

**DATE:**

**Authorized Signatory**

## **ANNEXURE – B**

### **FINANCIAL BID**

To  
The Manager In-Charge, Crop Cell  
The Oriental Insurance Co. Ltd.  
Regional Office - Bhubaneswar

Dear Sir,

#### **SUB: FINANCIAL BID FOR CARRYING OUT TO CARRY OUT PRINTING WORK.**

We hereby submit our financial bid for conducting the above activity inclusive of all ancillary charges as per the RFQ Document. (Exclusive of GST)

₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) Per Page for both the sides.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application for RFQ is liable to be rejected.

**PLACE:**

**DATE:**

**Authorized Signatory**