

# The Oriental Insurance Company Limited Regional Office- KOLKATA

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 PROPOSAL FORMS, LEAFLETS & POSTERS**

(Tender No.: OICL/KLRO/STY/QTN/02/19-20 Dated 04.06.2019)

The Oriental Insurance Company Ltd., Regional  
Office, 4, Lyons Range, Kolkata – 700001

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 :

1. Proposal forms in the quantity of 8-8.50 Lakhs: - 60 GSM, maplitho paper, legal size, black ink
2. Leaflets\* in the quantity of 5.00 – 5.50 Lakhs: 60 GSM, maplitho paper, ¼ demai size multicoloured
3. Posters\* in the quantity of 250000 – 30000: 90 GSM, crome art paper, 18"x23"multicoloured

**Note: - \* Leaflets and Posters shall be printed district wise.**

**For sample and other details, the bidders may contact at [anand.sharma@orientalinsurance.co.in](mailto:anand.sharma@orientalinsurance.co.in)**

The RFQ Document (including Annexure-A,B,) containing the details of scope of work, eligibility criteria, submission requirement and terms of payment etc. can be collected from the Office address as above of the Company or requested to be sent by mail.

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 address.

**The Oriental Insurance Company Ltd., Regional  
Office, 4, Lyons Range, Kolkata – 700001**

### **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 under demand of OICL.

Last date for submission of Quotation is on or before 7<sup>th</sup> June, 2019. We will not review/consider any application if we receive it after 12:00 Noon on 7<sup>th</sup> June, 2019.

### **Important Dates:**

Submission of Bid Documents 7<sup>th</sup> June, 2019 (12:00 Noon)

Opening of Technical Bid 7<sup>th</sup> June, 2019 (03:00 PM)

Opening of Financial Bid 7<sup>th</sup> June, 2019 (05:00 PM)

Completion of Work & Delivery within 48hrs from date of work order: to be allotted in instalments

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 Proposal forms to Farmers who have insured their Crops under **Bangla Shasya Bima (BSB) Scheme**.

The Leaflets and Posters will be printed in color District wise for distribution in the districts of **Jalpaiguri & Alipurduar, Uttar Dinajpur, Bankura, Howrah, Jhargram and Paschim Midnapore in the State of West Bengal**.

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

1. The common information regarding the scheme shall be printed in *Bengali* in Off-Set Printing Method.
2. The paper on which the documents shall be printed must be of as per specifications given above.
3. 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 above
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.
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 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:**
  - 1.a. A Propriety Concern
  - 1.b. A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
  - 1.c. A Company formed under the Companies Act
  - 1.c. 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 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 order 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 “OICL/KLRO/STY/QTN/02/19-20. Dated 04.06.2019” 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 (Attach a proof of address)	
3	Status of the Agency (Please tick)	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
4	Name of the Chairperson / Director, Qualification and Telephone & Mobile 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 work assignment in the agency (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 has worked in the past. (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  
Deputy General Manager I/C  
The Oriental Insurance Co. Ltd.  
Regional Office – Kolkata

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)

1. Proposal form (Black &white) ₹\_\_\_\_\_(Rupees\_\_\_\_\_) Per Page
2. Leaflets (colored): ₹\_\_\_\_\_(Rupees\_\_\_\_\_) Per Page
3. Posters (colored): ₹\_\_\_\_\_(Rupees\_\_\_\_\_) Per Page

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**