

Notice - Inviting Proposal for Empanelment of Printing Agencies

1. The Insurance Regulatory and Development Authority of India (IRDAI) invites proposals for empanelment of printers from competent agencies (herein after referred to as the “firm”) for carrying out the printing work of IRDAI.
2. You are advised to go through the document carefully and understand various provisions contained therein along with their implications. You are required to submit your proposal document in a sealed envelope. The sealed envelope should contain all the documents listed in the “Terms and Conditions of proposal”. Please ensure that all the documents submitted by you are duly self-attested.
3. The envelope should be sealed and duly superscripted as “**Proposal for Empanelment of Printing Agencies in IRDAI**”. This duly sealed envelope as described above, should be deposited in office premises of IRDAI in 3rd Floor, Parishrama Bhavan, Basheerbagh, Hyderabad, Telengana – 500004 on or before till 15:00 hrs on 10th October, 2016. It will be in your interest to ensure that the documents are deposited positively before the time indicated above. Any proposal documents received after 15:00 hrs on 10th October, 2016 will not be considered.
4. **IRDAI reserves the right to:-**
 - ❖ Accept or reject any or all the proposals in part or in full without assigning any reasons.
 - ❖ Relax the conditions at any stage if considered necessary for the purpose of finalizing the empanelment in the overall interest of IRDAI.
 - ❖ Disqualify a firm blacklisted by State / Central Govt. Undertaking / PSUs or whose contracts have been terminated on account of poor performance.

For any clarification of any doubt before submitting your proposal, you may contact the undersigned.

Dated: 27th September, 2016

[M. Pulla Rao]
Chief General Manager(General)
For and on behalf Insurance Regulatory and Development Authority of India
Tele: 23381300

TERMS AND CONDITIONS OF PROPOSAL

1. SCOPE AND NATURE OF WORK

- A. Printing work in IRDAI involves printing of In-house Magazine, Newsletters, Guidelines, different types of brochure for different programmes, Annual Report, Consultation Papers, Recommendations, Regulations, Reports, Periodicals, Posters, Pamphlets, Diaries Visiting Card, Greeting Card, Wall and Desk Calendar, Special types of files, Folders, etc. The annual estimated expenditure on printing of various documents is approximately rupees Thirty lakhs.
- B. The firm will be required to collect the manuscripts etc., from IRDAI office and deliver the final work at IRDAI office. In between it shall also be required to bring and collect the proof of the job from the office without any extra charges.
- C. Printed copies shall be supplied, duly tied up in suitable sizes and bundles of equal numbers at IRDAI office.

2. DURATION OF EMPANELMENT

At the initial stage, the empanelment will be done for a period of two years from the date of commencement of empanelment. **IRDAI will have discretion for extending it for further period of one or more years** at the sole discretion of IRDAI. IRDAI also reserves the right to terminate the empanelment at any time without assigning any reason. IRDAI also reserves the right to place orders with other than empaneled vendors based on its need.

3. GENERAL TERMS AND CONDITIONS

- I. In the event of the delivery of any defective work/materials, owing to urgency or for any other reasons, IRDAI shall have the power to deduct such suitable sum from any payment due to the firm.
- II. Notice of the printing job can also be sent to the empaneled firms through fax/e-mail/voice telephone/by-hand in addition to speed post/registered post/courier etc.
- III. The empanelment can be terminated by either party prior to the duration of 24 months by serving one-month notice to the other party. In case of termination, the entire materials whatsoever pending with the firm will liable to be returned back to IRDAI.
- IV. A schedule for completing the job and delivery of printed copies will be drawn by IRDAI and will be intimated to the firm while placing the work-order for the job. The firm will strictly follow the schedule for completing the job and delivery of items, failing which the name of firm will be de-listed from the panel by IRDAI.
- V. The date of declaration of qualified/empaneled firm will be declared at the discretion of IRDAI.

- VI. All the items to be received from the firm would be checked by the concerned department to ensure that the ordered jobs confirmed to the approved specifications/quality as per samples approved by the concerned department as per their specifications.
- VII. The firm shall have facilities available for translation into Hindi/other vernacular languages.
- VIII. The firm will produce bills for release of payment only after completion of the printing work.
- IX. Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of IRDAI and upon such certification to the effect that the jobs got printed from the firms are as per approved specifications.
- X. A sum of not exceeding 2% of the composing, printing and binding charges will have deducted from the bill for every week's delay or part thereof in case the firms fails to deliver the printed copies by the due date of delivery. The entire job will be rejected if the same has not been carried out in accordance with the specifications. In that event the firm shall carry out the same job without any extra charge.
- XI. TDS and all other taxes will be deducted as per applicable rules.
- XII. Additional/modified/revised terms & conditions can also be made applicable to the empaneled firms including those who are being awarded any job / work by IRDAI at any stage as per requirements of IRDAI, if felt necessary.
- XIII. It will be the responsibility of the firm to return all materials concerned like manuscript, Art-work, photographs, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the firm.
- XIV. The empaneled firm should have adequate arrangements for packing and dispatching the documents, if so required. The packing/postal charges of courier service/postal department will be admissible as per actual rates.
- XV. The firm, consistently not participating in the quotations invited by IRDAI will be removed from empanelment and will not be considered for next empanelment also.
- XVI. In case of any dispute, the decision of the ED/CGM, IRDAI would be final and binding.

3. ELIGIBILITY CONDITIONS: -

- a) The Firm must have office and press in Hyderabad**
- b) The firm must have at its disposal, the necessary qualified and experienced staff and facility to enable it to perform properly and effectively the printing work.
- c) The firm should meet all the terms and conditions laid down in the document.
- d) The firm should be in the profession of printing work at least for the last 3 years commencing 2013-14. (Proof of Incorporation to be attached)
- e) Financial Statements of the last 3 years commencing 2013-14 of the firm may be submitted with the application.
- f) The firm should be on the approved panel of at least 3 organizations of Government of India / State Govt. / Dept. / PSUs/Reputed Private Companies/MNC.
- g) The firm should have registration with state and local authorities for under taking the profession (copies of all such registrations must be enclosed).
- h) The firm should have single color and 4 colour offset machines, in-house stitching and binding unit and Screen-printing unit.

- i) The printer should have recorded minimum turnover of **Rs.10 lakhs in each of the last 3 consecutive financial years (certificate of Chartered Accountant has to be attached).**
- j) The firm should not have been placed in defaulter category by any Govt. department
- k) Sub-contract in any form is not permitted.

4. OTHERS

- i. In case the last date for receiving the proposals is declared holiday, the proposals will be received on the next working day at the same time and venue.
- ii. Sealed proposals may be submitted either by registered post with acknowledgement due or in person. Proposals by Telegram/Fax/E-Mail will not be considered. IRDAI reserves the rights to extend the date of submission.
- iii. The rights to postpone/cancel/suspend/terminate the proposals or its process at any stage is reserved by IRDAI.
- iv. Proposals of the interested firm can also be rejected at the sole discretion of IRDAI, if any application found incomplete or information provided by the firm is not in the prescribed format and is inconsistent and inaccurate.
- v. IRDAI reserves the right to remove any firm on the approved panel for designing and printing jobs etc. for any administrative reason.
- vi. Firm, if having any dispute with IRDAI will not be entertained till settlement of the dispute.
- vii. Each folio of proposal documents and every supporting documents attached with it shall be signed by the firm or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission of proposal.
- viii. Proposals containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary, these must be made in ink and all such corrections must be attested by full signature of the firm or his authorized person with date.
- ix. The Authority for acceptance of the proposal will rest with the competent authority of IRDAI, who does not bind himself to accept or reject nor does he undertake to assign reasons for his decision in this matter.
- x. All the proposal documents submitted by a firm shall become the property of IRDAI and IRDAI shall have no obligation to return the same to the firm.
- xi. Canvassing in connection with empanelment is strictly prohibited and the proposal submitted by the firm, who resorts to canvassing, shall be liable to be rejected.
- xii. If the firm deliberately gives wrong information or conceals any information/facts in his proposal, IRDAI reserves the right to reject such proposal at any stage of execution without assigning any reason and any financial liability.
- xiii. The proposals will be evaluated by a Tender Evaluation Committee (TEC) which will examine and evaluate the following papers submitted by the firm. Site visit by the officials of IRDAI may be carried out to assess the capability of the firm in handling the work.
- xiv. Every firm shall state in the proposal his postal address and email address fully and clearly. Any communication sent to the firm by post at this said address shall be deemed to have been delivered to the firm in time.

- xv.** The firm shall treat all the information provided by IRDAI as confidential and shall not share the information with any person without the written permission of IRDAI.
- xvi.** The contract shall be governed by the laws of India for the time being in force.
- xvii.** The court of the place from where the contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the contract.

For any clarification in regard to the meaning or intent or interpretation of any of the provision of these terms and conditions may be sought from the under signed, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the document shall also be decided by making reference to under signed and his decision shall be final and binding.

IRDAI reserves the right to terminate the empanelment at any time without assigning any reason.

The proposal as per annexure duly complete in all respect must reach the designated address by 15:00 Hrs. on 10th October, 2016 positively. Proposals received after 15:00 Hrs on 10th October, 2016 shall be liable to rejection.

(M. Pulla Rao)
CGM (Gen)

(Signature of the firm with seal)

Proposal for Empanelment of Printers at IRDAI

1. <u>General Information</u>			
Name of the Company/Firm			
Email			
Telephone/Fax Numbers			
Address of Administrative/Corporate Office			
Address of Printing Press			
Contract Person (s) Name (s)			
Contract Person(s) Tel/Mobiles Nos.			
Year of establishment:			
Type of Organization: Whether Private Limited Company, Partnership or Proprietary			
Name of Directors/Partners/Proprietors etc.			
Financial Details (last 3 years)			
Financial Year	2015-16	2014-15	2013-14
Turnover			
Net Profit			
<u>2.Credentials</u>			
Whether the Printer has done any work for IRDAI in the past, if so, give details			
A list of organizations that have used the Press for similar jobs in the past.			
Current work, if any, being done for large organizations			
The details of other contracts undertaken by the firm with other Central/State Govt./Public Sector Undertaking / Autonomous bodies / reputed private company / MNC:-			

3.Documents to be enclosed	Attached
Papers indicating registration and constitution of the firm/company and the requisite power of attorney, as the case may be.	Yes/No
Proof of firm having registration with state and local authorities for under taking the profession (copies of all such registrations must be enclosed).	Yes/No
Copy of PAN card & Sales Tax/Service Tax registration Number	Yes/No
Proof of being in approved panel of any three organizations i.e. Central / State Govt. & Public Sector undertakings/ reputed private company/MNC.	Yes/No
Proof of having previous experience in doing printing work for any three organizations i.e. Central / State Govt. & Public Sector undertakings/ reputed private company/MNC	Yes/No
Copies of IT and Sales Tax returns for the last 3 Consecutive Financial Years	Yes/No
3 years audited Balance Sheet/Annual Report	Yes/No
Has your organization been placed in defaulter category by any Govt. Department	Yes/No
4.Additional information, if any	

Declaration:

I/We confirm that we are in the profession of printing work in the last 3 years.

I/We confirm having submitted the details in support of the qualifying criteria as required by you along with this Application and necessary documents. In case you require any further information in this regard, we agree to furnish the same.

I/ We hereby declare that all information and statements made in this proposal application proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I/We hereby confirm that I/We have at our disposal, the necessary qualified and experienced staff and facility to enable us to perform properly and effectively the printing work and no sub-contract will be given. IRDAI at any time can inspect our facility for confirmation.

Date

Signature of the Proprietor/Authorized Signatory

Name:

Designation:

Rubber Seal indicating complete address