



भारतीय बीमा विनियामक और विकास प्राधिकरण

Insurance Regulatory and Development Authority of India

Sy. No. 115/1, Financial District, Nanakramguda,

Hyderabad – 500032; Phone No.: 040-20204000, 39328000

**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 the 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 reach IRDAI, Survey No. 115/1, Financial District, Nanakramguda, Hyderabad – 500032, Phone No.040-20204000, 040-39328000 on or before 18<sup>th</sup> June, 2021. Interested agencies/printers should ensure that the documents reach the IRDAI office well before the scheduled time and any proposal/documents received after the scheduled time will not be considered.
4. **IRDAI reserves the right to: -**
  - ❖ Accept or reject any or all the proposals 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.
  - ❖ Not consider a firm which is blacklisted by State Govt./ Central Govt. and their 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 Administration Dept. undersigned.

28<sup>th</sup> May, 2021

CGM (Administration)

(Signature of the Authorised Signatory with seal of the firm)

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## TERMS AND CONDITIONS OF PROPOSAL

### 1. SCOPE AND NATURE OF WORK

- A. Printing work in IRDAI involves printing of In-house Magazine, Newsletter, Guidelines, different types of brochures for different programmes, Annual Report, Consultation Papers, Recommendations, Regulations, Reports, Periodicals, Posters, Pamphlets, Diaries Visiting Cards, Wall and Desk Calendar, Special types of files, Folders, etc. The annual estimated expenditure on printing of various documents is approximately rupees Fifteen 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

Initially, the empanelment will be done for a period of two years from the date of commencement of empanelment. **IRDAI reserves its discretion for extending it for a further period of one or more years.** 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, depending upon its need.

### 3. GENERAL TERMS AND CONDITIONS

- I. The firm should have all necessary facilities of single colour printing, multicolour printing, binding, designing, cutting, and all other jobs incidental to printing.
- II. The empaneled firm should have adequate arrangements for packing and dispatching of the documents.
- III. In case the last date for receiving the proposals is a declared holiday, the proposals will be received on the next working day at the same time and venue.
- IV. Sealed proposals may be submitted either by registered post or in person. If submitted information/documents are found to be incomplete/deficient, IRDAI

**(Signature of the Authorised Signatory with seal of the firm)**

may call for additional information from the respective vendor/s. Proposals by e-mail will not be considered. IRDAI reserves the rights to extend the date of submission.

- V. Site visit by the officials of IRDAI may also be carried out to assess the capability of the firm in handling the work.
- VI. The agreements for printing works shall be governed by the Laws of India.
- VII. The decision of IRDAI will be final in the case any dispute arises.
- VIII. The rights to postpone/cancel/suspend/terminate the proposals or its process at any stage is reserved by IRDAI.
- IX. Proposals of the interested firms may be rejected, if application is found to be incomplete or if information provided is not in the prescribed format and is inconsistent and/or inaccurate.
- X. The empanelment of firm 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 be returned to IRDAI.
- XI. 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.
- XII. Proposals which are incomplete or have omissions or alterations are liable to be rejected. If any corrections become necessary to be made, 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.
- XIII. 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.
- XIV. 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.
- XV. 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.
- XVI. Every firm shall state in the proposal his full postal address and email address clearly. Any communication sent to the firm by post/email at his said address shall be deemed to have been delivered to the firm in time.
- XVII. 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.

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- XVIII. If the existing empaneled printers want to empanel, they need to submit a fresh proposal for empanelment, only if they satisfy the eligibility criteria.
- XIX. IRDAI reserves the right to remove any firm on the approved panel for designing and printing jobs etc. for any administrative reason.
- XX. The firm will produce bills for release of payment only after completion of the printing work.
- XXI. In case of any dispute, the decision of the IRDAI would be final and binding.

#### **4. Procedure and Conditions for Carrying out Printing Work**

- I. Notice of the printing job will be sent on the email id of the empaneled printers with all details like scope of work, type of pages, binding, date of submission of tender etc.
- II. 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.
- III. 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. 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.
- IV. A sum not exceeding 2% of the composing, printing and binding charges will be deducted from the bill for every week's delay or part thereof, in case the firm 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.
- V. TDS and all other taxes will be deducted as per the applicable rules.
- VI. 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.
- VII. 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.

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- VIII. The firm, consistently not participating in the quotations invited by IRDAI will be removed from empanelment and will not be considered for the next empanelment cycle.
- 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. Firm, having any dispute with IRDAI, will not be entertained till settlement of the dispute.

For any clarification with regard to the meaning or intent or interpretation of any of the provisions given in the document, the same may be sought from the undersigned, 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 the undersigned and his decision shall be final and binding.

#### **5. ELIGIBILITY CONDITIONS: -**

- a) **The Firm must have office and printing press in Hyderabad.**
- b) The firm must have at its disposal, the necessary qualified and experienced staff and facility to enable it to perform the printing work properly and effectively
- c) The firm should meet all the terms and conditions laid down in the document.
- d) Balance Sheet and Profit and Loss Account of the last 3 years commencing 2017-18 of the firm may be submitted with the application.
- e) The firm should have carried out printing work of at least 3 organizations of Government of India / State Govt. / State Govt. Dept. / PSUs / Reputed Private Companies/MNC (annex copy of work order/invoice).
- f) The printer should have a minimum turnover of Rs.10 lakhs in each of the last 3 consecutive financial years (certificate of Chartered Accountant may be attached) starting from year 2017-18.
- g) The firm should not have been placed in a defaulter category by any Govt. department
- h) Sub-contract in any form is not permitted.

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

**(Signature of the Authorised Signatory with seal of the firm)**

The proposal as per annexure - I duly complete in all respect must reach the designated address by 18<sup>th</sup> June, 2021 positively. Proposals received after the date shall not be entertained.

CGM (Administration)

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**Proposal for Empanelment of Printers at IRDAI**

<b><u>1. General Information</u></b>			
Name of the Company/Firm			
Email			
Telephone/Fax Numbers			
Address of Administrative/Corporate Office			
Address of Printing Press			
Contact Person (s) Name (s)			
Contact Person(s) Tel/Mobiles Nos.			
Year of establishment:			
Type of Organization: Whether Private Limited Company, Partnership or self-Proprietorship			
Name of Directors/Partners/Proprietors etc.			
Financial Details (last 3 years)			
<b>Financial Year</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Turnover			
<b><u>2.Credentials</u></b>			
Whether the Printer has done any work for IRDAI in the past, if so, give details			
Please give details of any contracts undertaken by the firm for Central/State Govt./Public Sector Undertaking / Autonomous bodies / reputed private company / MNC)			
Current work, if any, being done for			

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Central/State Govt./Public Sector Undertaking /Autonomous bodies/ reputed private company / MNC ( any three)	
<b>4. <u>Documents to be enclosed</u></b>	
Papers indicating registration and constitution of the firm/company	Yes/No
Proof of firm having registration with state and local authorities for under taking the profession (copies of registrations may be enclosed).	Yes/No
Copy of PAN card & GST Registration Number	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 (attach work order/invoice copy)	Yes/No
3 years Balance Sheet and Profit and Loss Account Statements	Yes/No
4.Additional information, if any	

**Declaration:**

- i. I/We confirm that we are in the profession of printing work for 3 years/more than 3 years
- ii. I/We confirm that we have an office and printing press in Hyderabad.
- iii. 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.
- iv. 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.
- v. I/We hereby confirm that I/We have at our disposal, the necessary qualified and experienced staff and facility to enable us to perform the printing work properly and effectively and no sub-contract will be given. IRDAI at any time can inspect our facility for confirmation.
- vi. I/We confirm that my/our office not placed in defaulter category by any Govt. Department.
- vii. I/We have gone through this Empanelment Document and confirm that we satisfy all the Pre-Qualification Criteria as mentioned in this Empanelment document. I/We agree to abide by the terms and conditions stipulated. I/We understand that

**(Signature of the Authorised Signatory with seal of the firm)**



IRDAI, Hyderabad reserves the right to accept or reject any or all of the proposals without assigning any reason thereof.

Date:

Signature of the Proprietor/Authorized Signatory with Seal

Name:

Designation:

**(Signature of the Authorised Signatory with seal of the firm)**