



INSURANCE INSTITUTE OF INDIA
Plot No. C-46, G Block, Bandra-Kurla Complex,
Bandra (East), Mumbai – 400051.
Contact No. 022-69654228 / 69654218

Tender Ref No. III/2023-24/ESTB/EMPANELMENT OF
PRINTERS 2025-27
Date: November 18, 2024

E-mail: estb@iii.org.in

Website: www.insuranceinstituteofindia.com

Tender for Empanelment of Printers for the period
2025 – 2027.

Annual estimated Cost: ₹ 68,00,000/- (Approx.)
Bid Validity: 60 days

TENDER NOTICE

1. INTRODUCTION:

The Insurance Institute of India (hereafter shall be referred as the Institute), is an Insurance Educational Institution at Mumbai. Request Sealed bids on behalf of Secretary General, Insurance Institute of India invited under Two Bid System i.e. Technical Bid and Financial Bid from bonafide, resourceful and reliable Printing Press towards requirements in the Institute for Supplying the ordered books and inventory to the Institute building at Plot No. C-46, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051. Desirous printing press can download the tender document from the website <https://www.insuranceinstituteofindia.com/>

Applications are invited from interested printers (including existing printers on our panel) having their Printing Press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar area, for empanelment on the Panel of Printers for Insurance Institute of India, for undertaking various (Prime and Regular) printing jobs.

The Printers shall be classified into 2 groups:-

1. **Printers for providing Prime jobs** – For designing and printing “volumes of ‘The Journal’”, Annual Report, COI Brochures, Compendiums, Calendar, Designing jobs etc.
2. **Printers for providing Regular jobs** – For printing Study material (books & keynotes), Letterheads, Envelopes, Visiting Cards, Forms, Registers, Certificate, Plastic Certificate Folders, Brown Cover etc.

The printers having printing press in Mumbai and/or Navi Mumbai and /or Thane and/or Palghar areas will only be considered.

2. IMPORTANT DATES:

Date of Release of Tender	18 th November, 2024
Last date of seeking clarifications	27 th November, 2024
Last Date and Time of Submission of bids	3 rd December, 2024

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3. Earnest Money Deposit (EMD):

Interested Firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of ₹ 1,36,000/- (Rupees One Lakh Thirty Six Thousand only) in the form of NEFT/ Demand draft/ Banker's Cheque of any Nationalized / Private Bank drawn in favour of "Insurance Institute of India" payable at Mumbai and other requisite documents.

The bid securities of the bidders shall be returned at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD.

The concerned work falls under "Works Contract" and as per corporate guideline, tenderer are not exempted to any benefit being MSME or GST mandate.

Successful tenders in the event of failing to comply with any provision of the contract, EMD/Security Deposit shall stand forfeited. The bid security is normally to remain valid for a period of sixty days beyond the final bid validity period.

- a. Bids shall remain valid for 60 days after the date of Bid opening prescribed by the Institute. A Bid valid for a shorter period shall be rejected as non-responsive.
- b. In exceptional circumstances, the Institute may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

4. TWO PART TENDER INSTRUCTIONS:

The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested vendors are advised to submit two separate sealed envelopes super scribing "Technical Bids" and "Financial Bids" to Insurance Institute of India, Mumbai. Both sealed envelopes should be kept in a Third envelope of bigger size duly sealed superscripted "Bid for Tender for Empanelment of Printers for the period 2025 – 2027" at INSURANCE INSTITUTE OF INDIA, MUMBAI and should reach us on or before **3rd December, 2024.**

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5. TECHNICAL BID (PRE-QUALIFICATION CRITERIA - (ENVELOPE NO -1)):

The Bidders are required to submit technical bid enclosing therewith photocopies of the following documents, failing which their bids will be summarily rejected and will not be considered any further:-

- (i) The bidder must be a firm registered under Proprietorship / Partnership Firm / Companies Act of India. Documentary evidence (Certificate of Incorporation) to be submitted, Registration Certificate to do the business for this items / work.
- (ii) The bidder should specify whether they are applying for Prime / Regular or Both.
- (iii) The bidder should have their presence in Mumbai/ Navi Mumbai/ Thane and Palghar having Registered Office. Valid proof should be submitted along with the bid. Applications received from firms located beyond mentioned jurisdiction will not be considered.
- (iv) The bidder should have a valid PAN Registration, GST Registration Certificate, MSME & Trade License. Bidder shall have to submit photocopy of the documents.
- (v) The bidder should have an annual turnover should be minimum above ₹ 50 Lakh during the last three consecutive financial years. Bidder should submit photocopy of audited balance sheet of the above criteria.
- (vi) Earnest Money Deposit (EMD) of ₹ 1,36,000/- (Rupees One Lakh Thirty Six Thousand only) in favour of “Insurance Institute of India” payable at Mumbai.
- (vii) The Firms must be on the approved panel of at least 3 reputed firms out of which at least one shall be preferred from Government/Public Sector or Govt. undertakings. (Copy of the work order should be produced in the bid).
- (viii) The bidder should have any two 2-colour to 6-colour offset machine, one single colour machine, in-house stitching and binding unit possessing perfect binding machine and section sewing machine (Details to be furnished under Technical Information - **ANNEXURE - I**).
- (ix) The printer should have Registration with State/Local Authorities for undertaking the profession (Copies of respective registrations and BMC license to be enclosed).
- (x) The printer should have minimum 2000 sq.ft. area of operation for Printing, Binding, Storage etc. Either owned and / or rented, under one roof.
- (xi) Original Copy of the declaration terms and conditions in Tender Document at Annexure-II with each page duly signed and sealed by the authorized signatory of the firm in token of their acceptance.

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6. PRICE BID (ENVELOPE NO. 2):

The Price Bid as per Performa given in the tender documents as ANNEXURE-III and then price filled up and submitted in Envelope No. 2, duly sealed superscript with name of tender. Any conditions given in the Price Bid may cause rejection of Bid.

- I. The financial bids of only technically qualified bidders will be opened in the presence of their representatives attending bid opening on a specified date and time.
- II. Any effort by a bidder or bidder's agent / consultant or representative howsoever described to influence the Institute in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- III. Unit rates should be quoted separately for each item. Quantities can be increased or decreased by purchaser and bidder has to supply deviated quantities at the rates prescribed and approved by the purchaser in the tender document.
- IV. The price quoted should be of all taxes, charges and duties should be inclusive.
- V. The Incomplete and Conditional bids shall not be considered and likely to be rejected in very first instance.
- VI. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be initialed by the person authorized to sign the bid.

7. SUBMISSION OF BID:

- I. The bid prepared by the bidder shall comprise of (i) technical bids and (ii) price bid.
- II. Bid may be submitted in the following manner :
Envelope No. 1 - Shall contain all the information and documents in the same serial order as shown in the technical bid. The complete document should be numbered chronologically. On the top of envelope must be superscribed "Technical Bid". Shall also contain the bid EMD and all necessary documents that shall be submit along with the Technical of bid document.
Envelope No.2 - Shall contain the rates/prices of the items duly filled in (schedule of rates), signed and stamped. On the top of envelope must be superscribed "Price Bid". (Please note that the price should not be indicated in any of the documents enclosed in envelope 1).

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- III. All the envelopes must be superscribed “Bid for Tender for Empanelment of Printers for the period 2025 – 2027” with due date and time and shall be sealed in third envelope of bigger size addressed to The Secretary General, Plot No. C-46, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051. The Tender must reach on or before **3rd December, 2024** at **17.00 hrs.**
- IV. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required. No other method/means of submission of bid except as stated above shall be acceptable. All the documents submitted in the bid must be legible and self-attested. Otherwise, the bid is likely to be rejected. Each page of technical and price bid should be duly signed & stamped.
- V. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- VI. No conditional discounts will be allowed.

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INSURANCE INSTITUTE OF INDIA
(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

TERMS AND CONDITIONS TO BIDDER

1. AMENDMENT OF BID DOCUMENT:

At any time prior to the deadline for submission of proposals, the Institute reserves the right to add/modify/delete any portion of this document by issuance of an Corrigendum, which would be published on the website and will also be made available to the all the Bidder who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

2. MODIFICATION AND WITHDRAWAL OF BIDS:

The bidder may modify or withdraw its bid after submission, if written notice of the modification or withdrawal is received by the Institute before the deadline prescribed for bid submission. The bidder's modification shall be prepared, sealed, marked and dispatched as follows:

- I. The bidders shall provide in original of any modification to its bid, clearly identified as such, in separate envelope duly marked Bid Modification. The envelope shall be duly marked Bid Modifications. Other provisions concerning the marking and dispatch of bid modification shall be in accordance with the bid.
- II. A bidder wishing to withdraw its bid shall notify the Institute in writing prior to the deadline prescribed for the bid submission.
- III. A withdrawal notice may be submitted hand delivery not later than the deadline for submission of bids. The notice of withdrawal shall be addressed to the Institute at the address as mentioned/stated in the documents, bear the tender reference number and the words Bid Withdrawal Notice. Bid Withdrawal Notice received after the bid, submission deadline will be ignored and the submitted bid will be deemed to be a validity submitted bid. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period specified in the RFP. Withdrawal of the bid during this interval may result in the bidder's forfeiture of its EMD, pursuant to this RFP.

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3. FORFEITURE OF EMD:

EMD made by Bidder may be forfeited under the following conditions: If the Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of the Institute regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

- I. Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- II. To sign the agreement in time. The agreement has to be supplied by the successful vendor/printing press on a 100 rupees non-judicial stamp paper. Format of agreement attached – Annexure IV.
- III. Submitting false/misleading information/declaration/documents/proof/etc. The decision of the Institute regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job for a period of one year.

4. TIME SCHEDULE FOR DELIVERY:

- I. Printing - All delivery of the ordered quantity should reach the office with 10 working days (except Saturday & Sundays) from the date of final proof. The proofing should be completed with 10 working days as per the data sent to registered email of the printing press. (Note: First proof required with physical dummy copy).
- II. Re-printing - All delivery of the ordered quantity should reach the office with 10 working days (except Saturday & Sundays) from the date of order. The proofing should be completed with 2 working days as per the data sent to registered email of the printing press. Updation required in the edition in MM/YYYY with quantity lot printed alongwith printer name and address.

5. PENALTY CLAUSE:

A) QUALITY:

In the event of quality failure or quality, compromise observed / found in the completed job during the year a liquidated damage may be imposed on the printing press for sum not less than 5% of the contract value / order placed subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges applicable).

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B) DELIVERY:

- a) In the event of failure to meet the job completion in stipulated date/time, liquidated damage may be imposed on the printing press for sum not less than 0.5% of the contract value for that item/job for each week (except Sundays) or part thereof, subject to a ceiling of 10% of the total contract value (including all taxes & duties and other charges applicable).
- b) In the event of LD exceeds 10% of the order value, the Institute reserves the right to terminate the order and the Institute will get the job completed by any other competent party. The difference of cost incurred by the Institute will be recovered from the printing press.

C) DEFECT OBSERVED IN RECEIVED QUANTITY:

In the event of defect observed in the received quantity / lot such as content printing mistake, page missing, cover page mis-match, wrong pasting etc. not as per the Institute requirement or not attended to the changes communicated via email thereof shall attract the liquidated damage may be imposed on the printing press for sum not less than 2.5% of the contract value for that item/job by the Institute will be recovered from the printing press alongwith replacement of such lot observed within a time frame of 6 months from the date of delivery.

6. SUSPENSION OF WORK:

The Institute shall have the power at any time and from time to time by notice to the printing press to delay or suspend the progress of the work or any part of the work due to any other adequate reasons and on receipt of such notice the printing press shall forthwith suspend further progress of the work until further notice from the Institute. The printing press shall recommence work immediately after receiving a notice to do so from the Institute. The whole or any part of the time lost for such delay or suspension shall, if the Institute in its absolute discretion thinks fit, but not otherwise, be added to the time allowed for completion.

7. TERMS OF PAYMENT:

- a) On successful completion of the work 100% payment shall be made to the printing press against raised tax invoice.

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- b) The printing press shall pay all taxes, duties, levies, work contract tax etc. of the Government provision of the Income Tax Act or as per the advice of the Income Tax Authority/GST Authority. Deduction of Income tax/GST/any other taxes shall be made from payment as per relevant provisions of the Income tax Act or as per the advice of the Income tax Authority/other Competent Authority.
- c) No claim for interest will be entertained by the Institute in respect of any payment/deport which will be held with the Institute due to dispute between the Institute & printing press or due to Admin delay for the reasons beyond the control of the Institute.

8. GOVERNING LAWS:

This contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Mumbai and its Suburban's shall have exclusive jurisdiction in all matters arising under the contract. The printing press shall keep himself fully informed of all current national, state and municipal law and ordinances. The printing press shall at their own expense, obtain all necessary permits, licensed, and pay all fees and taxes required by law. These will be printing press entire obligation regarding any claim of infringement.

9. CORRUPT OR FRAUDULENT:

The Stores Committee requires that the bidders under this Tender observe the highest standards of ethics during the procurement and execution of such contracts. For this purpose, the definition of corrupt and fraudulent practices will follow the provisions of the relevant laws in force. The Stores Committee will reject a proposal for award if it detects that the bidder has engaged in corrupt or fraudulent practices in competing for the contract in question. The Stores Committee will declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract. The Institute will reject a proposal for award and the firm may be determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

10. SUB-CONTRACT:

The INSURANCE INSTITUTE OF INDIA does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

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11. TERMINATION FOR DEFAULT:

The Institute may without prejudice to any other remedy or right of claim for breach of contract by giving not less than 30 days written notice of default sent to the contractor, terminate the empanelment temporary or permanent depending upon the circumstances under which the firm can be blacklisted / removed.

12. FORCE MAJEURE:

It is hereby defined as any cause, which is beyond the control of the Contractor or the Institute as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as

- a) Commandeering or requisition by or under the order of any government or any other act or failure to act of any local, state or national government authority. Interruption, restriction, lack of usual means of public transportation and communication, industrial dispute, shortage of power supply, epidemics, quarantine etc.
- b) If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen days after the occurrence of such event.

The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed.

- c) The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upto its or their performance of the Contract and to fulfill its or their obligation under the Contract but without prejudice to either party's right to terminate the Contract. No delay or non-performance by either party to this Contract caused by the occurrence of any event of Force Majeure shall.
- d) Constitute a default or breach of the contract.

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- e) Give rise to any claim for damages or additional cost or expense occurred by the delay or non-performance. If, and to the extent, that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- f) The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 5 (five) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.

13. NO WAIVER OF RIGHTS:

Neither the inspection by the Institute or any of their agents nor any order by the Institute for payment of money or any payment for or acceptance of the whole or any part of the works by the Institute, nor any extension of time, nor any possession taken by the Institute shall operate as a waiver of any provision of the contract or of any power reserved to the Institute, or any right to damages here in provided, nor shall any waiver of any breach in the contract be held to be a waiver of any other subsequent breach.

14. GRAFTS, COMMISSIONS, GIFTS, ETC.:

It is the Purchaser's policy to require that bidders, suppliers, contractors and consultants under contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Any graft, commission, gift or advantage given, promised or offered by or on behalf of the contractor or his partner, agent, officers, director, employee or servant or any one on his or their behalf in relation to the obtaining or to the execution of this or any other contract with the Institute shall in addition to any criminal liability which it may incur, subject the contractor to the cancellation of this and all other contracts and also to payment of any loss or damage to the Institute resulting from any cancellation. The Institute shall then be entitled to deduct the amount so payable from any monies otherwise due to the contractor under contract.

15. PERIOD OF VALIDITY OF OFFER:

The empanelment shall be valid for a period of 3 years i.e. from 1st January, 2025 to 31st December, 2027. However, for the purpose of placing the order, the price bid rates shall remain valid for 365 days i.e. for a year. During the period of validity of proposals, the rates quoted shall not change. The rates for 2nd and 3rd year shall be called as "Rate Contract 2026" and "Rate

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Contract 2027” respectively. In exceptional circumstances, the Institute may ask for extension of the period of validity and such a request shall be binding on Bidders. The Institute request and the response to such request by various bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

16. TAXES & DUTIES:

Deduction of all statutory and necessary Tax from each bill will be made as per Government Order prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the Institute.

17. INSURANCE INSTITUTE OF INDIA RIGHT TO REJECT ANY OR ALL BIDS:

The Institute reserves the right to reject any bid and to dissolve the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

18. CANVASSING:

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

19. NON-TRANSFERABILITY OF TENDER:

This tender document is not transferable. Only the bidder, who has initiated the bid process is entitled to quote.

20. FORMATS AND SIGNING OF BID:

The original and all copies of the proposals shall be neatly typed and shall be signed by an authorized signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the proposal. All pages of the proposal, except for un-amended printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made

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by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words/figures completely.

21. WITHDRAWAL OF BID:

Bid cannot be withdrawn during the interval between their submission and expiry of Bid's validity period. Fresh Bid may be called from eligible bidders for any additional item(s) of work not mentioned herein, if so required.

22. INTERPRETATION OF DOCUMENTS:

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction/clarification or interpretation or can put in a separate sheet along with his technical bid document.

23. SPLITTING OF THE CONTRACT AND CURTAILMENT OF WORK:

The Institute reserve the right to split up and distribute the work among the successful bidders and to curtail any item of work in the schedule partly or fully.

24. ERASURES OR ALTERNATIONS:

The offers with overwriting and erasures may make the tender liable for rejection if each of such overwriting/erasures/manuscriptions is not only signed by the authorized signatory of the bidder. There should be no hand-written material, corrections or alterations in the offer.

Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The Customer may treat offers not adhering to these guidelines as unacceptable. The Customer may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This shall be binding on all bidders and the Tender Committee reserves the right for such waivers.

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25. COMPLIANCE WITH THE INSTITUTE:

The contractor hereto agrees that it shall comply with all applicable state and local laws, ordinances, regulations and codes in performing its obligations hereunder, including the procurement of licenses, permits certificates and payment of taxes where required. The contractor shall establish and maintain all proper records (particularly, but without limitation, accounting records) required by any law, code/practice of corporate policy applicable to it from time to time including records and returns as applicable under labor legislation.

26. CLARIFICATION OF BIDS:

During evaluation of the bids, the Customer/Tender Committee, at its discretion may ask the bidder for clarification of its bid. The request for the clarification and the response shall be in writing via email and no change in the substance of the bid shall seek offered or permitted.

27. SEALING AND MARKING OF BID:

The un-priced and priced bids shall be placed in separate envelopes and then placed in double envelope as explained above. If these envelopes are not sealed and marked as required, the Institute will assume no responsibility for the bid's misplacement or premature opening and rejection.

28. OPENING OF BIDS BY THE INSTITUTE:

- a) The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the Institute officer at his/her discretion, may consider appropriate.
- b) Evaluation of the bids: After the closing time of submission, the Institute will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The technical bids of the bidders will be opened and evaluated by the Institute. The financial bid of the technically qualified bidders will be opened and successful bidder will be decided as per evaluation criteria.

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29. USE OF AGREEMENT DOCUMENTS AND INFORMATION:

- a) The printing press shall not disclose the Agreement or any provision thereof or any specification, pattern, samples or information furnished by or on behalf of the Institute in connection therewith to any person or any other entity except for the performance of the Agreement.
- b) The printing press shall not make use of any document or information made available for the work except for purposes of performing the Agreement.
- c) All order related documents issued by the Institute other than the Agreement Itself shall remain the property of the Institute and Originals and all copies shall be returned to the Institute on completion of the performance under the Agreement, if so required by the Institute.

30. RESOLUTION OF DISPUTES:

If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days' notice thereof to the other Party in writing.

In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

The place of the arbitration shall be Mumbai. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

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The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

31. PROJECT IMPLEMENTATION:

- a) A person-in-charge or committee may inspect the printing press at any time felt necessary under contract. All Invoices, Vouchers, Bills for supplied goods and services by the Supplier under the scope of the work will be verified measured and accepted by the person-in-charge/committee.
- b) The location for storing the ordered quantity there on should also be clearly indicated. The Institute at any time during the currency of the Agreement should have access to the printing press.
- c) In case of the material supplied is rejected owing to its non-conformity to the specification or due to the poor quality of workmanship, the same shall be replaced promptly.
- d) The printing press shall treat all matters connected with the contract strictly confidential and shall undertake not to disclose, in any way, information, documents, technical data, experience and know how, without prior written permission from the Institute.

32. FINAL ACCEPTANCE CERTIFICATE:

The issued order copy has to be signed as a token of acceptance or else acknowledge the receipt on email whatsoever possible as a matter of 'Final Acceptance Certificate' for the work carried under this contract.

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INSURANCE INSTITUTE OF INDIA

(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

1. EVALUATION PROCEDURE:

- a) Bidders who have submitted the valid Bid Security, i.e., EMD & Bid Form as per requirement shall be considered for further evaluation. Absence of these documents may lead to summary rejection of the bid.
- b) The Eligibility Criteria will be evaluated by Tender Committee and those qualify will be considered for further evaluation.
- c) Evaluation of bids shall be done based on the information furnished by the bidder. The conformity of the bids to the technical specifications and commercial terms and conditions shall be examined.
- d) The bidder should qualify in the site inspection, if done by the Stores Committee at printing press thereof.
- e) Responsiveness of the bid shall be determined on the technical and financial capability of the bidder to execute the contract.
 - i. The Institute may contact and verify bidder's information, references and data submitted in the bid without further information to bidders.
 - ii. The Institute reserves the right to use and interpret the bids as it may, in its discretion, consider appropriate, when selecting bidders for granting of the letter of Intent/Notification of Award of contract.
 - iii. The Institute, in its own discretion, may waive off any minor infirmity, non-conformity, or irregularity in a bid, which does not constitute a significant deviation.

2. GENERAL TERMS:

1. All the pages of the bid document including documents submitted therein must be duly signed and stamped failing, which the offer shall be liable to be rejected.
2. No Technical/Commercial clarification will be entertained after opening of the tender.
3. Quantity mentioned in the tender document is indicative only and orders shall be placed subject to actual requirement. The Institute reserve the right to increase or decrease the quantity specified in the tender.
4. The Institute reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.

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5. The Institute reserve the right to ask for clarification in the bid documents submitted by the bidder. Documents may be taken if decided by the committee.
6. The customer at its discretion may extend the deadline for the submission of Bids.
7. No dispute by the bidders in regard to Technical/Commercial points will be entertained by the Institute and decision taken by the Tender Committee will be final.
8. Discrepancy in the amount quoted by the bidder due to calculation mistake, the unit rate shall be regarded as firm and the totaling or carry in the amount quoted by the bidder shall be corrected accordingly.
9. The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.
 - a. The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.
 - b. No variation in or modification of the terms of the Agreement shall be made except by written amendment signed by the parties.
 - c. Tender documents are not transferable.
 - d. The Court of Mumbai and its Suburban only will have the jurisdiction to deal with and decide any legal matters or dispute whatsoever arising out of the contract.
10. Bidder shall quote the price valid for One Year.
11. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.
12. The Institute shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.
13. Bidder shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit by the Institute during the terms of Contract.

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14. The entire scope of the work depends on the technical skill and experience in management of the same level or kind of infrastructure.
15. This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of the Institute, in this regard shall be final and binding on all.
16. The rates at any stage once quoted shall not be withdrawn.
17. No addition / alteration / deletion in the tender document is allowed.
18. Late tenders/ unsigned quotations may be rejected.
19. Vendor to attach all datasheet and while making the compliance statement for the Technical specification vendor should give the reference of the page no. where that feature can be verified.

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INSURANCE INSTITUTE OF INDIA
(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

TECHNICAL INFORMATION :- (To be Submitted in Envelope -I)

ANNEXURE - I

1. PRINTING MACHINES:-

a) Details of Offset Machines:-

Sr. No	Machine Brand / Make	Dimension	Colour	Speed	Any other additional features
1)					
2)					
3)					
4)					

b) Details of Single Machines:-

Sr. No	Machine Brand / Make	Dimension	Colour	Speed	Any other additional features
1)					
2)					

2. PARTICULARS OF ALLIED FACILITIES:-

a) Cutting Machines:-

Sr. No	Machine Brand / Make	Size of Blade	Hand / Power Driven
1)			
2)			

b) Punching machines:-

Sr. No.	Machine Brand / Make	Year of purchase
1)		
2)		

c) Perforating machines:-

Sr. No.	Machine Brand / Make	Year of purchase
1)		

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d) Scanning machines:-

Sr. No.	Machine Brand / Make	Year of purchase
1)		

3. PARTICULARS OF OTHER FACILITIES:-

Sr. No.	Type of Machine	Brand / Make	Year of purchase
1)	Thread Sewing Machine		
2)	Section Sewing Machine		
3)	Wiro Stitching Machine		
4)	Center Pinning Machine		
5)	Perfect Binding		

4. Do you have latest licensed Desktop Publishing Operator (DTP) and Computer to Plate (CTP) Software, please furnish the details of any 2 each?

5. Do you have in-house designer for taking up Prime printing jobs as mentioned in the tender, if possess please furnish the details of any 2 each?

6. Opting for Prime ☐ Regular ☐ Both ☐

Printers for providing Prime jobs – For designing and printing “volumes of ‘The Journal’”, Annual Report, COI Brochures, Compendiums, Calendar, Designing jobs etc.

Printers for providing Regular jobs – For printing Study material (books & keynotes), Letterheads, Envelopes, Visiting Cards, Forms, Registers, Certificate, Plastic Certificate Folders, Brown Cover etc.

I / We, M/s. _____ request Insurance Institute of India, Mumbai, to consider inclusion of my / our name in list of their approved printers. I / We, further, state that the information submitted above are true and correct, to the best of my / knowledge.

Authorized Signatory (signature in full): _____ Name and Title of Signatory: _____

Seal and Signature of Authorized Representative for bid

INSURANCE INSTITUTE OF INDIA
(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

DECLARATION

Annexure-II

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director /
Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this
declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;

The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my
tender at any stage besides liabilities towards prosecution under appropriate law.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Seal and Signature of Authorized Representative for bid

INSURANCE INSTITUTE OF INDIA

(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

PRICE BID :- (To be Submitted in Envelope -II)

ANNEXURE - III

Price bid format for Empanelment of Printers for the period 2025 – 2027 of our office premise.

Rates for Printing and Re-Printing of Study Course											
Ref: Enquiry No: III/Enq - 2024/Rate Contract - 2025/Study Course											
Books : Cover Page rates (Per lot):											
	No. of Books	100	150	200	250	300	400	500	1000	1500	2000
1	Size : 5.5" x 8.5"										
A	One Colour										
B	Two Colour										
C	Three Colour										
D	Four Colour										
2	Size : 6.5" x 9.5"										
A	One Colour										
B	Two Colour										
C	Three Colour										
D	Four Colour										
3	Size : 9.5" x 7"										
A	One Colour										
B	Two Colour										
C	Three Colour										
D	Four Colour										
4	Inside Per Page rate for text (Per page):										
A	Size : 5.5" x 8.5"										
B	Size : 6.5" x 9.5"										
C	Size : 9.5" x 7"										
Keynote Cover Page rates (Per lot):											
	No. of Books	100	150	200	250	300	400	500	1000	1500	2000
5	Size : 4 1/4 " x 6"										
A	One Colour										
B	Two Colour										
C	Three Colour										
D	Four Colour										

Seal and Signature of Authorized Representative for bid

Inside Per Page rate for text (Per page):											
	No. of Books	100	150	200	250	300	400	500	1000	1500	2000
6	Size : 4 1/4 " x 6"										
A	One Colour										
B	Two Colour										
C	Three Colour										
D	Four Colour										
Pocket rate as per below description (Per Pocket):											
	No. of Books	100	150	200	250	300	400	500	1000	1500	2000
7	Size : 5 " x 7"										

GST % for Books + Keynotes + Pockets = _____ if separate please specify below.

GST % Books = _____ GST % Keynotes = _____ GST Rate for Pockets = _____

* Above quoted rates shall remain valid from 1st January, 2025 to 31st December, 2025.

Technical specification mandatory to be followed for above books, keynotes and pockets:

1) Books:

- Cover Paper Quality:** 250 GSM Indian (Matt) Art Card "A" Grade with Matt Finished Lamination.
- Binding:** Section Stitching of 32 page section.
- Inside Text Paper:** 80 GSM Ballarpur "A" Grade.

2) Keynotes:

- Cover Paper Quality:** 200 GSM Indian (Matt) Art Card "A" Grade with Matt Finished Lamination.
- Binding:** Perfect Binding.
- Inside Text Paper:** 100 GSM Indian Art paper "A" Grade.

3) Pockets:

- Paper Quality:** 130 GSM Indian Art paper "A" Grade.
- Booklet Position:** Vertical c) **Closure Type:** Pasting.
- Description:** A pocket is required to be place for inserting keynote in the book. The pocket is an envelope pasted inside the book on cover page (inner side) backside. The pocket has to be sealed with adhesive after inserting ordered keynote of respective book.

Imp Note: Printing Press failing to meet above specification shall be heavily penalized with strict action for manipulating / defecting the ordered books. The ordered books paper quality post-delivery shall be verified and evaluated randomly at any given time and if found faulty may face strict action and shall face debarring for indefinite future period.

Authorized Signatory (signature in full): _____ Name and Title of Signatory: _____

Seal and Signature of Authorized Representative for bid

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 20....
BETWEEN, Insurance Institute of India (Hereinafter called "the Institute") or Client which
expression shall unless repugnant to the context or meaning thereof be deemed to include its
successors and permitted assigns, having its Head office at Plot No. C 46, G Block, Bandra-Kurla
Complex, Bandra (East), Mumbai – 400051 on the ONE PART; and

*Shri _____ S/D/o _____ resident
of _____ the sole proprietor of M/s _____
having office at the following address _____

* M/s. _____ the partnership firm having an administrative/principal
office at _____ represented by its Managing/duly authorized partner.

* M/s. _____ company/body corporate incorporated under the
provisions of the Companies Act 1956 having its registered office at the following
address _____, duly represented at _____ duly
represented by its constituted and authorized Managing Director, Shri _____
and (hereinafter called the Tenderer which term shall also be called the Printing Press or the
Contractor) which expression shall unless repugnant to the context or meaning thereof be
deemed to include its successors and permitted assigns on the other part;

WHEREAS the Institute is desirous to have certain works that should be designed, printed and
supplied as detailed in the notice inviting tender and their office mentioned and called for
invitation to tenderers for the supply and performance of such works has been accepted by the
Institute on the terms and conditions as set out therein and inter alia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are
respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and
be read and construed as part of this agreement viz;
 - a. Tender Notice.
 - b. Terms and Conditions to Bidder.
 - c. Evaluation Procedure and General Terms.
 - d. Annexure I to VII.

[Note: * Strike off whichever is not applicable]

Seal and Signature of Authorized Representative for bid

3. In consideration of the payments to be made by the Institute to the tenderer, the tenderer hereby covenants and agrees with the Institute to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents, which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, _____

_____ to the CLIENT (the Institute) _____ in the presence of:

Signature of Tenderer (with seal)

Signature of Authorized representative of the Institute/INSURANCE INSTITUTE OF INDIA
Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

Seal and Signature of Authorized Representative for bid

INSURANCE INSTITUTE OF INDIA

(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

BID FORM

Annexure - V

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head in original)

To

INSURANCE INSTITUTE OF INDIA

Plot No. C 46, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai – 400051.

Sub: Bid for Empanelment of Printers for the period 2025 – 2027 at Insurance Institute of India.

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27 dated 18th November, 2024, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 1 year i.e. 365 (three hundred sixty-five) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipment's and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account. We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to. If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We agree that the Institute reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated, thisday of20.....

Thanking you, we remain,

Yours faithfully

Name in full _____ Designation _____

Seal and Signature of Authorized Representative for bid

INSURANCE INSTITUTE OF INDIA
(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

Bidder's Details

Annexure - VI

Sl. NO	Particulars	Response
1	Name of the Firm	
2	Registered Office Address	
	Contact Number	
	E -mail	
3	Correspondence / Contact address	
	Name & Designation of contact person	
	Address	
	Contact Number	
	E-mail	
4	Is the firm a registered company? If yes, submit documentary proof Year and Place of the operation.	
5	Former name of company, if any	
6	Is the firm a proprietary firm	
	A partnership firm (if Yes, give partnership deed)	
	A limited company or limited corporation, member of a group of companies,(if yes, give name and address and description of other companies)	
7	Is the firm registered under MSME. If yes, please specify the category.	
8	Shop and Establishment License (copy to be enclosed)	
9	Is the firm registered with GST Tax department? If yes, submit valid GST registration certificate.	
10	How many years has your organization been in business under your present name? What were your filed when you established your organization	
11	List the major clients with whom your organization has been / is currently associated (atleast 2 entity work order copy).	

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Seal and Signature of Authorized Representative for bid

INSURANCE INSTITUTE OF INDIA
(Tender no. III/2023-24/ESTB/EMPANELMENT OF PRINTERS 2025-27)

FINANCIAL CAPABILITY OF BIDDER

Annexure – VII

Sl. No.	Name of the Bidder	Turnover (₹ in Lakh)		
		2021-22	2022-23	2023-24
1				

Authorized Signatory (signature in full) : _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Note:

Submit the audited financial statement/ audited annual report of the last three financial years.

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ORDER FOR ARRANGING VARIOUS DOCUMENTS IN TECHNICAL BID (CHECKLIST)

(Unconditional acceptance of Terms and conditions of the tender) Pl. Tick ☒
Pl use separate sheet for providing complete information.

Sr. No.	Criteria As per tender Clause no.06, mention at page no.3 & 4	Vendor Response/ Remarks	Page No.
	Envelope I		
1	Earnest Money Deposit (EMD) of ₹.1,36,000/-		
2	Firm / Company Registration Certificate		
3	Address proof of Mumbai office		
4	PAN Registration		
5	GST Registration Certificate, specify if composite.		
6	Shop and Establishment / BMC License		
7	Annual turnover from ₹ 50 Lakh during the last three consecutive financial years		
8	Trade / MSME License		
9	Technical Information - Annexure - I		
10	Declaration of Bidder – Annexure - II		
11	Original Copy of the declaration terms and conditions in Tender Document at Annexure-VIII		
12	Bidder's Details Annexure - VI		
13	Financial Capability of Bidder Annexure - VII		
	Envelope II		
14	Price Bid Annexure - III		
15	Form of Agreement Annexure - IV		
16	Bid Form Annexure - V		

The bidder is required to enclose self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily / out rightly rejected and may not be considered.

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