



UNITED INDIA INSURANCE CO. LTD

REGIONAL OFFICE: UI TOWERS P.B.NO.1020, 3-5-817&818, BASHEERBAGH, HYDERABAD-500029
Phone: 040 23236367 / 23299959, Fax: 040 23243595, E-mail: rohyderabad@uiic.co.in

050000: ADMIN: P&S : 2018-19:001

DATE: 26.12.2018

Tender Notification

Sealed offers are invited from interested parties for Supply of A4 Size, 80 GSM Paper with Our Company Logo printing. (Specimen Copy Enclosed)

Interested parties may submit their bids in envelopes, duly superscripted as **"Offer for Supply of 80 GSM Paper with Logo printing on A4 Size papers"**. This should be addressed to **The Deputy General Manager, United India Insurance Co. Ltd., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh "X" Road, Hyderabad – 500 029.**

The format for the bid is given below. The bid can also be obtained from our Hyderabad Regional Office during office hours on all working days till 25/01/2019 on payment of Rs. 100/- by Cash / DD.

IMPORTANT: Along with each bid, the bidder must enclose a minimum of 10 (TEN) specimen sheets of paper proposed to be supplied, and all the specimen sheets shall bear the seal and signature of the bidder.

The completed bids may be deposited in person or sent by post or courier so as to be received by **The Deputy General Manager, United India Insurance Co. Ltd (UIIC)., Regional Office, United India Towers, 3-5-817 & 818, Basheerbagh "X" Road, Hyderabad – 500 029** on or before 17.00 hours on 25/01/2019. Bids received late will not be entertained. Bids which are incomplete, or not in the prescribed format, are liable to be rejected. The company shall not be responsible for delay or non-receipt of bids sent by post/courier.

No brokerage or commission is payable by the Company. Third parties submitting the bids shall submit the Power of Attorney / Proper Authorization from the Suppliers / Printers.

The Company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.



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SINGLE BID

Note: To be put in an envelope superscripted as **"Offer for Supply of A4 Size, 80 GSM Paper with Company Logo printing on A4 Size papers."**

1. Details of Bidder

Name of the Firm and Address for Communication	
Telephone No	
Mobile No	
Web site	
Email Id	

2. Details of Printing Press

1	Name of the Firm & Owner (with Tel/Mob Nos)	
2	Office Address with Tel./Fax/Mob.Nos	
3	Date of Incorporation / Registration(Attach Documentary proof)	
4	Registration No. (Copy of Certificate to be attached)	
5	Contact Person(s) Name Tel. /Fax/Mobile Nos	
6	Annual Turnover (Copies of Audited Statement of Accounts to be Attached)	
(a)	2014-15	
(b)	2015-16	
(c)	2016-17	
6	PAN/TIN No./GST No/Regn No. (Attach copies)	
7	Details of Clients	



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a		
b		
c		
d		
e		
f		
9	Whether Terms & Conditions issued by UIIC are acceptable to the printers/firm	
10	Undertaking of non-blacklisting to be attached	
11	Income Tax Returns (Copies to be attached)	

Signature of Tenderer/ (s)

Name: _____

Contact No: _____

Designation: _____

Address: _____

Place:

Seal

Date:



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3. Tender Details

3.1.1	Description: Supply of A4 Size, 80 GSM Paper with Company Logo printing.
3.1.2	Printing of Company Logo like Water Mark. Specimen copy enclosed.
3.1.3	Our Company Logo printing on A4 Size papers
3.1.4	Date from which Tender can be Download: 04/01/2019
3.1.5	Last Date for submission of Tender: 25/01/2019 at 17:00 hours
3.1.6	Date and Time of opening for Tender 28/01/2019 at 11:30 hours
3.1.7	Bids which are incomplete, or not in the prescribed format, are liable to be rejected.
3.1.8	The company shall not be responsible for delay or non-receipt of bids sent by post/courier.
3.1.9	Annual Quantity Requirement:20,000 Reams
3.1.10	1666 Reams per month to be supplied.
3.1.11	Offer Validity for One Year
3.1.12	Order will be placed on monthly basis.

4. Tender Terms & Conditions.

4.1.1	<p>The contract for supply of A4 Size Paper, 80 GSM Paper with Logo printing on A4 Size papers is valid for a period of one year from the date of commencement of Contract.</p> <p>The Annual Rate Contract (ARC) quoted should be inclusive of all taxes such as GST, VAT, TOT, Transportation, Packing (Ref. 4.2.1), Loading & Unloading or any other charges if any, and includes the charges for delivering at 2nd Floor, Stationery Cell, Regional Office, Basheerbagh, Hyderabad - 500 029.</p> <p>The Annual Rate Contract (ARC) awarded under present Tender Enquiry will be in the nature of a Fixed offer for the period of one year. The supply order may be placed from time to time against the ARC. UIIC does not give any guarantee of minimum purchase under the present ARC.</p>
4.1.2	There is no EMD but the successful bidder would have to furnish as EMD equivalent to 1% of the bid amount. This EMD would be refunded without interest at the time of final payment.
4.1.3	If the successful bidder fails to fulfill his obligations under the present ARC, i.e. non-adherence to terms and conditions, UIIC after due notice of the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD shall be forfeited to UIIC.
4.1.4	The tendering firms will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the



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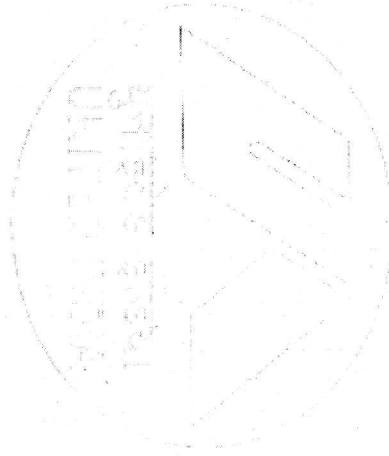
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	Government departments have not been banned.
4.1.5	The Company reserves the right to reject the lowest Bidder or entire Tender Enquiry without assigning any reasons.
4.2.1	Packing Instructions: Each carton box shall contain 10 Reams with tightly packed for our onward transmission.
4.2.2	Delivery Instructions: Supply shall be made on or before 5 th of every calendar month and order will be placed 15 days in advance.
4.2.3	Penalty Clause: In the case of rejected material in a particular lot, the quantity rejected will be treated as shortage and a penalty of 3 times the rejected material value would be reduced from the amount of bill. Important: All papers supplies Shall carry our Company Logo and shall be identical to the sample papers supplied along with bid document.
4.3.1	Payment Terms: Payment shall be released on satisfactory receipt of the supply. No payment shall be made in Advance whatsoever be the reasons.
4.3.2	Mode of Payment: Payment shall be made by NEFT only and no cash/Cheque payment shall be entertained.
4.3.3	Taxes: TDS would be deducted from bill amount as per applicable rates.
4.4.1	Dispatch Instructions: All the material supplies shall be delivered at 2 nd Floor, Stationery Cell, Regional Office, United India Insurance Co. Ltd., Basheerbagh, Hyderabad - 500 029.



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Printing of Logo like watermark

