



UNITED INDIA INSURANCE COMPANY LIMITED
Regd. Office, 24, Whites Road, Chennai 600014
CORPORATE COMMUNICATIONS DEPARTMENT

.HO:COMM:CALENDAR/DIARY/2020

dated : 14th September 2019

To
The Printers,

Dear Sir,

Re: Printing of Calendars & Diaries for the year 2020

This has reference to our advertisement in **The Times of India**, dated 14th September 2019 inviting application from Printers for the Printing of Calendars & Diaries for the year **2020**.

Printers from **Tamil Nadu, Puducherry, Kerala, Karnataka, Andhra Pradesh & Telangana** having a minimum of one **4 Color** Machine equipped with **CPC/CPT**, experienced in handling designing & Printing of huge quantity of Calendars and Diaries, who can print **1,50,000 Date Calendars** and **1,00,000 diaries** and forward it to the respective destinations all over the Country as per **Annexure V, within 30 days & 45 days respectively, only need apply.**

Printers satisfying the above conditions may download the Application from our website <https://uiic.co.in/en/tenders-rfp>.

Annexure I to be submitted in a sealed cover marked Technical Bid – Calendar 2020.

A Demand Draft favoring **M/s. United India Insurance Co. Ltd.**, payable at Chennai for an amount of **Rs.2,00,500/-** (Rupees Two lakhs five hundred only), ie., **Rs.2,00,000/- (refundable)** towards EMD for Calendars and application fee of **Rs.500/- (non refundable)** for Calendars must be enclosed along with the **Technical Bid (Annexure I)**.

Your quotation for printing of calendars has to be submitted as per **Annexure III** in a sealed cover marked **Commercial Bid – Calendar 2020**.

Annexure II to be submitted in a sealed cover marked Technical Bid- Diary 2020.

A Demand Draft favouring **M/s. United India Insurance Co. Ltd.**, payable at Chennai for an amount of **Rs.3,00,500/-** (Rupees Three Lakhs five hundred only) ie., **Rs.3,00,000/- (refundable)** towards EMD for Diaries and application fee of **Rs.500/- (non refundable)** for Diaries must be enclosed along with the **Technical Bid (Annexure II)**.

Your quotation for printing of diary has to be submitted as per **Annexure IV** in a sealed cover **Commercial Bid – Diary 2020**.

The EMD will be forfeited if any information given by you is found at a later date to be false or if there is any misrepresentation of any nature whatsoever by you.

Following Points to be Noted:

- **Technical Bid & Commercial Bid** Tender to be submitted in **2 separate sealed covers** super scribing the name of work and type of bid.
- The Duly completed Tender document in the prescribed format with all supporting documents along with a sample shall be sealed in a cover and super scribed as Tender for printing and supply of calendar/diary 2020.
- **The sample shall be submitted along with the Technical bid** and it shall be in conformity with the specifications mentioned in the tender and **any deviation will lead to rejection of the Technical bid.**
- Both the covers are to be addressed to **Shri K.GOPINATH, Asst.Manager, Corporate Communications Department, United India Insurance Co., Ltd., NALANDA, 19, IV Lane, Nungambakkam High Road, Chennai 34** and submitted on any working day latest by **3 pm on 4th October 2019.**
- Please note that UIIC does not own any responsibility if the bid is submitted at any other place and the same has not reached us at the address and due date and time as mentioned above.
- **If the Demand Draft for the Calendar/Diaries is not found enclosed with the respective Technical Bid,** then the application will not be entertained for Commercial Bid.
- There should be **no overwriting/corrections/omissions** in the Tender documents
- The rates shall be quoted **excluding GST** but shall include the cost of packing, cost of corrugated boxes, cost of delivery/freight (including loading and unloading) and any other taxes of the Calendars & Diaries to all destinations as stated in **Annexure V.**
- GST shall be paid over and above the base rate quoted and the **L1 will be decided based on the base rate only.**
- No advance payment will be provided and final payment will be effected only on receipt of Invoice and proof of acknowledgement of delivery challans for all the locations and statutory deductions/TDS will be levied as applicable.
- The Vendor shall not subcontract the job to any outside agency
- Self attested specimen copy of the paper (5 sheets of A4 size) which is used for printing may be enclosed.

- The stipulated quantities are liable to change by addition or deletion by 25% as per the future requirement, at the discretion of the Company management at the same price and on the same bid conditions.
- A penalty of Rs.20,000/- will be levied beyond the stipulated number of days for the non adherence of the production & supply schedule and the EMD amount is also liable for forfeiture.
- The **Commercial Bid** will be opened only if the **Technical Bid** is found satisfactory.
- The EMD will be forfeited if the lowest bidder fails to take up the job on the rate quoted.
- A pre bid- meeting has been arranged at the Corporate Communications Department, Room No 412, IV floor, No. 19, 4th Lane, Nungambakkam High Road, Chennai 34 on the 20th September 2019 at 3 pm to enable all the Printers to understand the Company's requirement/specification and to clarify any doubt on the tender.

The date of opening of Commercial Bids will be intimated to you for which you may be present.

Decision taken by the Company will be final and no correspondence will be entertained in this regard.



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ANNEXURE I
CALENDAR 2020 - TECHNICAL BID

(To be submitted in a sealed cover marked "Technical Bid – Calendar 2020 on or before 3.00 PM of 4/10/2019)

NAME OF THE PRINTING PRESS :

ADDRESS OF THE WORKS :

CONTACT DETAILS :

LIST OF MACHINERY :

WHETHER PRESS IS EQUIPPED WITH 4 color
CPC/CPT : YES / NO

PAST EXPERIENCE IN CALENDAR PRINTING :
(Name of PSUs handled may be provided)

LIST OF SAMPLES ENCLOSED :
(Sample as per specification to be enclosed)

TURNOVER FOR THE YEAR 2017-2018, 2018-2019 :

DETAILS OF EMD & Application Fee : DD No : Bank : Dt :
Amount :

I confirm that the above mentioned press has a **4 color machine** with CPC/CPT and the facility to print from positives with **250 screen**.

I also confirm that the press has in-house facilities for printing more than 1,50,000 nos. of Date calendars and I will not sub-contract the job to any outside press. I also undertake to deliver all the calendars within 30 days of receiving the artwork.

SIGNATURE : DATE :

NAME :

DESIGNATION :

SEAL :



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ANNEXURE II
DIARY 2020 - TECHNICAL BID

(To be submitted in a sealed cover marked “_Technical Bid – Diary 2020” on or before **3 P.M** of **04.10.2019**)

NAME OF THE PRINTING PRESS :

ADDRESS OF THE WORKS :

CONTACT DETAILS :

LIST OF MACHINERY :

WHETHER PRESS IS EQUIPPED WITH 4 color CPC/CPT : YES / NO

PAST EXPERIENCE IN DIARY PRINTING :
(Name of PSUs handled may be provided)

AVERAGE TURNAROUND TIME ACHIEVED IN PRINTING AND DELIVERY :

SAMPLES ENCLOSED (Sample as per Specification may be enclosed) :

TURNOVER FOR THE YEAR 2017-2018, 2018-2019 :

DETAILS OF EMD & Application Fee : DD No : Bank : Dt :
Amount :

I confirm that the above mentioned press has **4 color machine** with CPC/CPT.

I also confirm that the press has in-house facilities for printing **1,00,000 Nos.** of diaries and I will not sub-contract the job to any outside press. I also undertake to deliver all the diaries within **45 days** of receiving the artwork.

SIGNATURE : DATE :

NAME :

DESIGNATION :

SEAL :



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ANNEXURE III

CALENDAR 2020 – COMMERCIAL BID

(Quotation to be submitted on or before **3.00 PM** of **04/10/2019** in a separate sealed cover superscribed "**Commercial Bid – Calendar 2020**)

SPECIFICATIONS FOR CALENDAR 2020 – Date calendar

Quantity : **1,50,000 Nos.**
Size : **22”H x 17”W**
No. of Sheets : **6**
Finishing : **Black metal rimming with thread on the 17” side**

DETAILS	NUMBER	COLOUR	PAPER
sheets	6	Multicolour, Back to back printing	80 GSM Indian Maplitho

All 6 sheets to be gathered, hole & thread to be provided on the top centre for hanging provision and rimming has to be done on the top of the calendar.



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ANNEXURE IV
DIARY 2020 – COMMERCIAL BID

(Quotation to be submitted on or before **3.00 PM** of **04.10.2019** in a separate sealed cover superscribed “**Commercial Bid – DIARY 2020**)

SPECIFICATIONS FOR DIARY 2020 – Option I

Job : DIARY 2020- 1,00,000 Nos.

Size : 24.7 cms x 18.0 cms

Format : 192 pages – Ruled

Paper : Natural shade paper 80gsm

Color : Printed in single color

Binding : Durobound

Cover : Imported Poly Material

2 tone with border finish corners and stitching in spine/Pasting (Rates may be given separately for spine and pasting)

Logo – Gold foiled

Others : 02 pages of matter to be printed in multicolor on 130gsm Art paper in front of Note page

Packing : Diaries to be shrink wrapped individually

ANNEXURE IV
DIARY 2020 – COMMERCIAL BID

SPECIFICATIONS FOR DIARY 2020 – Option II

Job : DIARY 2020- 1,00,000 nos.

Size : 24.7 cms x 18.0 cms

Format : 192 pages – Ruled

Paper : Natural shade paper 80gsm

Color : Printed in single color

Binding : Durobound

Cover : Hard bound, Velvet finish with UV laminated cover

Logo – Gold foiled

Others : 02 pages of matter to be printed in multicolor on 130gsm Art paper in front of Note page

Packing : Diaries to be shrink wrapped separately

ANNEXURE V

Dispatch details - UIIC Calendar and Diary 2020

S.No	Destination	Address	Calendar	Diary
1	RO AHMEDABAD	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : AHMEDABAD UNITED INDIA BHAVAN FloorNo -6 ASHRAM ROAD NEAR INCOME TAX CIRCLE AHMEDABAD - 380014	4100	2700
2	RO BANGALORE	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : BANGALORE KRISHI BHAVAN FloorNo -5TH & 6TH HUDSON CIRCLE, NRUPATHUNGA ROAD BANGALORE - 560001	7200	4700
3	RO BHOPAL	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : BHOPAL PARYAWAS BHAWAN SECOND BLOCK FloorNo -2 JAIL ROAD ARERA HILLS BHOPAL - 462011	5300	3600
4	RO BHUBANESWAR	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : BHUBANESHWAR ORISSA COOP HOUSING CORP BLOCK NO 1 FloorNo -5 JANPATH UNIT III KHARVELA NAGAR (BESIDES RAM MANDIR) BHUBANESWAR - 751001	2100	1400
5	RO CHANDIGARH	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : CHANDIGARH SCO 123-124 FloorNo -3 SECTOR 17-B CHANDIGARH CHANDIGARH - 160001	7400	4900
6	RO CHENNAI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : CHENNAI SILINGI BUILDINGS 134 FloorNo -4 GREAMS ROAD THOUSAND LIGHTS CHENNAI - 600006	6300	4000
7	RO COIMBATORE	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : COIMBATORE 178 DR. NANJAPPA ROAD OPP.CHIDAMBARAM PARK COIMBATORE - 641018	6200	4000
8	RO DEHRADUN	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : DEHRADUN RATNA COMPLEX 899/1 FloorNo -1 HOTEL RATAN PALACE KAULAGARH ROAD, DEHRADUN UTTARAKHAND - 248001	3500	2300
9	RO 1 DELHI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : DELHI 1 KANCHENJUNGA BUILDING FloorNo -8 BARAKHAMBA ROAD, CONNAUGHT PLACE NEW DELHI - 110001	3800	2600

10	RO 2 DELHI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : DELHI 2 SCOPE MINAR COMPLEX CORE 1 & CORE 4 FloorNo -2 LAXMI NAGAR DISTRICT CENTRE, NEW DELHI - 110092	2900	2000
11	RO GUWAHATI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : GUWAHATI CHIBBAR HOUSE FloorNo -1 G.S.ROAD NEAR DISPUR POST OFFICE GUWAHATI - 781005	2800	2000
12	RO HUBLI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : HUBLI ENKAY COMPLEX NO.2 FloorNo -1 KESHWAPUR HUBLI - 580023	5300	3500
13	RO HYDERABAD	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : HYDERABAD UNITED INDIA TOWERS 3-5-817 & 818 FloorNo -2 OLD MLA QRTRS ROAD BASHEERBAGH HYDERABAD - 500029	5300	3700
14	RO JAIPUR	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : JAIPUR SAHARA CHAMBERS FloorNo -2 TONK ROAD JAIPUR - 302015	8300	5300
15	RO JODHPUR	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : JODHPUR CITY CENTER 1 FloorNo -3 OLYMPIC ROAD ABOVE BIG BAZAR JODHPUR - 342001	3900	2600
16	RO KOCHI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : KOCHI SHARANYA FloorNo -1 HOSPITAL ROAD ERNAKULAM - 682011	8000	5200
17	RO KOLKATA	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : KOLKATA HIMALAYA HOUSE 38 B FloorNo -2 JAWAHARLAL NEHRU ROAD CHOWRINGHEE KOLKATA - 700071	7000	4500
18	RO KOZHIKODE	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : KOZHIKODE HOLIDAY CITY CENTER OPP KURISHUPALLY FloorNo -4 BANK ROAD KOZHIKODE - 673001	7100	4500
19	RO LUCKNOW	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : LUCKNOW ARIF CHAMBERS 1, KAPOORTHALA BAGH ALIGANJ LUCKNOW - 226020	7300	4800

20	RO LUDHIANA	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : LUDHIANA 136, FloorNo -1 FEROUZE GANDHI MARKET LUDHIANA - 141001	3300	2300
21	RO MADURAI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : MADURAI PANDIYAN BUILDING 7-A, FloorNo -1 WEST VELI STREET MADURAI - 625001	6400	4100
22	RO 1 MUMBAI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : MUMBAI 1 STADIUM HOUSE FloorNo -5 VEER NARIMAN ROAD CHURCHGATE MUMBAI - 400020	2000	1400
23	RO 2 MUMBAI	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : MUMBAI 2 MAKER BHAVAN NO. I FloorNo -3 SIR V.T.MARG NEW MARINE LINES CHURCHGATE MUMBAI - 400020	3000	2100
24	RO NAGPUR	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : NAGPUR AMBICA HOUSE 19 DHARAMPETH EXTENSION SHANKAR NAGAR SQUARE NAGPUR - 440010	4000	2700
25	RO PATNA	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : PATNA CHANAKYA COMPLEX R BLOCK FloorNo -3 BIR CHAND PATEL MARG PATNA - 800001	3100	2100
26	RO PONDICHERRY	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : PONDICHERRY A.R.PLAZA PLOT NO.35,36 & 37 , 45 FEET ROAD EXTENSION BALAJI NAGAR SARAM PONDICHERRY - 605011	2000	1300
27	RO PUNE	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : PUNE KAKADE BIZZ ICON UNIT NO. 202 FloorNo -2 GANESH KHIND ROAD, BHAMBURDA SHIVAJI NAGAR PUNE- 411016	7800	5000
28	RO RAIPUR	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : RAIPUR 648,649,MAGNETO OFFIZO MAGNETO THE MALL FloorNo -6 LABHANDI LABHANDI RAIPUR - 492010	2400	1600
29	RO VADODARA	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : VADODARA SURAJ PLAZA II FloorNo -5 SAYAJIGUNJ VADODARA - 390005	3400	2300

30	RO VISAKHAPATINAM	UNITED INDIA INSURANCE COMPANY LTD REGIONAL OFFICE : VIZAG PAVAN ENCLAVE 30-15-153, FloorNo -3 DABAGARDENS MAIN ROAD, VISAKHAPATNAM - 530020	4300	2800
31	LCB BANGALORE	UNITED INDIA INSURANCE COMPANY LTD LCB : BANGALORE INDIAN MUTUAL BUILDING NULL FloorNo -3 NARASIMHARAJA SQUARE BANGALORE - 560002	300	200
32	LCB CHENNAI	UNITED INDIA INSURANCE COMPANY LTD LCB : CHENNAI 98/A FloorNo -1 DR. RADHAKRISHNAN SALAI CHENNAI - 600004	300	200
33	LCB DELHI	UNITED INDIA INSURANCE COMPANY LTD LCB : DELHI HIMALAYA HOUSE D-24 & E-25 FloorNo -2 23, K G MARG NEW DELHI - 110001	300	200
34	LCB HYDERABAD	UNITED INDIA INSURANCE COMPANY LTD LCB : HYDERABAD RAMALAYA BLDG 1-7-241/10, FloorNo -2 SAROJINI DEVI ROAD Secundarabad HYDERABAD - 500003	300	200
35	LCB KOLKATA	UNITED INDIA INSURANCE COMPANY LTD LCB : KOLKATA HIMALAYA HOUSE 38 B FloorNo -7 J L NEHRU ROAD (OLD CHOWRINGHEE ROAD) KOLKATA - 700071	300	200
36	LCB MUMBAI	UNITED INDIA INSURANCE COMPANY LTD LCB : MUMBAI VULCAN INSURANCE BUILDING 77 VEER NARIMAN ROAD, CHURCHGATE MUMBAI - 400020	300	200
37	LCB PUNE	UNITED INDIA INSURANCE COMPANY LTD LCB : PUNE FloorNo -1 OLD PUNE-BOMBAY HIGHWAY WAKDEWADI,SHIVAJINAGAR, PUNE - 411005	300	200
38	HEAD OFFICE	UNITED INDIA INSURANCE COMPANY LTD HEAD OFFICE : CHENNAI NALANDA 19, FloorNo -4, 4TH LANE, NUNGAMBAKKAM HIGH ROAD CHENNAI - 600034	2400	2600