



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

THE NEW INDIA ASSURANCE COMPANY LIMITED

"भारत सरकार का उपक्रम" / "Government of India Undertaking"

क्षेत्रीय कार्यालय : शारदा सेंटर, दूसरी मंजिल, नळ स्टॉप के पिछे, कर्वे रोड, पुणे - ४११ ००४.

Regional Office : Sharada Centre, 2nd Floor, Behind Nal Stop, Off Karve Road, Pune - 411 004.

फोन / Tel. : (020) 67675700, फैक्स / Fax : 67675700

CIN No. L66000MH1919GOI000526 • GSTIN No. : 27AAACN4165C3ZP • IRDA Regn. No. 190



Instruction to Tenderer for Empanelment as Printer

Tender No. 05/PUNE/EST&ESTAB/25-26

Date: 25/08/2025

The New India Assurance Co. Ltd. Pune Regional Office (thereunder called "Company") invites applications for empanelment of Printer from Pune City & Greater Mumbai to undertake various types of printing jobs.

Category 'A' Printer : Having multi-color off-set printing machine with all allied infrastructure to carry out multi-color and quality jobs.

Category 'B' Printer : Having all infrastructure to carry out ordinary jobs (other than as mentioned in Category A above).

The interested printers are required to fill up separate forms for each category which may be downloaded from our website www.newindia.co.in or obtained from our office.

The application should be accompanied with DD/pay order in favour of "The New India Assurance Co. Ltd." payable at Pune for the amount mentioned Point No. 2

Existing printers who are currently empanelled with New India Assurance Co. Ltd. Pune Regional Office are also required to apply for fresh empanelment.

The Envelope should be superscribed as "Application for Empanelment as Printer" and application should be submitted to:

Regional Manager

Estate & Establishment Department

Pune Regional Office

The New India Assurance Co. Ltd.

2nd Floor, Sharda Centre, Off Karve Road, Behind Nal Stop

Pune-411-004

1. ELIGIBILITY CRITERIA

- a. *Must have the necessary machines and infrastructure to carry out printing job (for the category of job for which empanelment is sought)*
- b. *Must have necessary arrangements and other facilities like binding, packaging etc.*
- c. *Must have three years experience in the field of similar type of printing.*

2. Application should be submitted as per enclosed forms along with the following documents:-

- i. *Photo copy of valid Trade License issued by the appropriate Authority to carry out the business of Printing*
- ii. *Photocopy of latest Income tax Return*
- iii. *Photocopy of latest Sales tax/ VAT return*
- iv. *Earnest Money :-*

For Category 'A' Printers : Rs.5000/- (Rupees five thousand only)

For Category 'B' Printers : Rs.2500/- (Rupees two thousand five hundred only)

Earnest Money in the form of Demand Draft/ Pay Order/ Banker's Cheque drawn in favor of 'The New India Assurance Company Ltd. payable at Pune must be submitted along with the application.

The Printers who will be selected and empanelled the EMD of such Printers, will be kept as security deposit and will bear no interest. EMD for unsuccessful applicants will be returned without any interest.

3. OTHER INFORMATION/ TERMS AND CONDITIONS

1.The selected Printers shall be eligible to participate in tenders for jobs of estimated value up to Rs.2 lakhs (Rupees Two Lakhs only). Category 'A' printer shall be eligible to participate for multicolor job and special quality.



[Handwritten signature]

Jobs as would be decided by the Company Category 'B' Printers shall be eligible to participate for ordinary jobs.

2. *Those who do not have their own Printing Press need not apply.*

3. *One Printer may apply for both Category i.e. Category 'A' and 'B'. In that case they have to submit separate applications and separate Earnest Money.*

4. *All the documents submitted must be clearly legible and duly signed and stamped by the Applicant.*

5. *The Company reserves absolute right to accept or reject any or all the Tenders without assigning any reason/s whatsoever.*

6. *Application without Earnest Money shall be liable to be rejected.*

7. *The Company reserves the right to inspect the premises of the Printer and/or ask for any other document and/or originals for inspection.*

8. *Any reference/ inspection of premises of Printer from our end shall not deem to be confirmation of empanelment by the Company.*

9. *Decision of Company about Category of job i.e. 'A' and 'B' are final.*

10. *The empanelment shall be for a period of two years which may be extended or reduced as per discretion of the Company.*

11. *The Company reserves the right to depanel Printer in the following circumstances (any one):-*

i. *Non participation in 50% of the Tenders in a year*

ii. *Inability to supply materials as per rate quoted.*

iii. *Inability to comply with general terms and conditions for panel printer.*

Year means- 12 months from the date of issuance of empanelment letter and so on for the next periods.



12. If on verification/inspection it is found that any information or documents submitted by an Applicant is false, fabricated or incorrect, the application of such tenders shall be rejected.

13. The selected Printer may, at their option, withdraw from empanelment by giving thirty days notice in writing. The Company may also depanel a Printer by giving thirty days notice in writing without assigning any reason/s.

14. The Company may ask for further information/ documents if necessary.

Properly sealed envelope superscribing "Application for empanelment of Printers, Category A or B" containing all documents and EMD should be dropped in the Tender Box kept at our office premises within 2.00 p.m. of 15/09/2025



Regional Manager
Estate & Establishment Department
Pune Regional Office
The New India Assurance Co. Ltd.

Application for Empanelment as Printer

APPLICATION FOR EMPANELMENT AS PRINTER WITH *THE NEW INDIA* *ASSURANCE COMPANY LIMITED PUNE REGIONAL OFFICE*

FOR JOBS OF ESTIMATED VALUE UP TO RS.2 LAKHS

1.	Type of Printers for which application is made i.e. Category A or B	
2.	Name & address of the Printer	
3.	Telephone / Fax/ Mobile No.	
4.	Name of Contact person with Phone no.	
5.	Year of Establishment	
6.	Type of firm (sole proprietorship/ partnership/ Limited Company/ Others)	
7.	No. of employees	
8.	Area/ space of the Press	
9.	Machines details	

Sl.No.	Type of Machines	No. of Machines	Remarks if any

10. Turnover/ sales relating to Printing Jobs during the last three financial years.

<u>Year</u>	<u>Amount (Rs.)</u>

11.	<i>Names and address of top 5 clients</i>
12.	<i>Details of documents submitted</i> :

	<i>i)</i>
	<i>ii)</i>
	<i>iii)</i>
	<i>and so on</i>
13.	<i>Details of EMD submitted.</i>

Declaration

I/We declare that the statement/ information given above are true and documents submitted are genuine. If it is found by The New India Assurance Co. Ltd. that any information as given above is incorrect and/or any documents submitted is false, the Company may reject my/our application.

Signature :

Name:

Stamp: