

THE NEW INDIA ASSURANCE COMPANY LIMITED

KOLKATA REGIONAL OFFICE

4 MANGO LANE, KOLKATA-700001

TENDER DOCUMENT



EMPANELMENT OF SUPPLIERS FOR PRINTED
MATERIALS, TABLE STATIONERY, COMPUTER
PAPER AND CONSUMABLE ITEMS FOR THE
PERIOD 2024 – 2026

Tender Notice Reference No : KRO/ESTATE & ESTABLISHMENT/PRINTING & STATIONARY/02/2024-26	
Tender Title : “EMPANELMENT OF SUPPLIERS FOR PRINTED MATERIALS, TABLE STATIONERY, COMPUTER PAPER AND CONSUMABLE ITEMS FOR THE PERIOD 2024-2026”	
Tender publishing date	30/10/2024 at 11:00 A.M.
Last Date of Bid submission	14/11/2024 at 4:00 P.M.
Tender Fees (Non-Refundable)	<ul style="list-style-type: none"> • Rs. 500 /- (plus 18% GST) (Rupees five hundred only plus 18% GST) for printer • Rs. 500 /- (plus 18% GST) (Rupees five hundred only plus 18% GST) for Table Stationary • Rs. 500 /- (plus 18% GST) (Rupees five hundred only plus 18% GST) for computer consumable
EMD (Refundable)	<ul style="list-style-type: none"> • Rs. 3,000/- (Rupees Three thousand only) for Printer • Rs. 3,000/- (Rupees Three thousand only) for Table Stationary. • Rs. 3,000/- (Rupees Three thousand only) for Computer consumable.
Address for communication and submission of EMD and Tender fees	Regional Manager, Estate & Establishment Department, The New India Assurance Co. Ltd, Kolkata Regional Office, 4, Mangoe lane, Kolkata - 700001
Contact Details	www.newindia.co.in
Contact Person	Chittaranjan Naskar Contact no. 9748826464

THE NEW INDIA ASSURANCE COMPANY LIMITED
(A Govt. of India Undertaking)



Kolkata Regional Office-510000
4, Mangoe Lane, Kolkata-700001

Phone : 2248-7720/2926/0445
2248-0446/0448 / Fax : 2248-7720

APPLICATION FOR EMPANELMENT AS PRINTER

'01	Name & Address of the Printer	
'02	Telephone / Fax / Mobile No.	
'03	Name of Contact Person with Phone No.	
'04	Year of Establishment	
'05	Type of firm (some proprietorship/ Partnership/ Limited Company/ Others)	
'06	No. of employees	
'07	Area/ space of the Press	
'08	Machines details	
'09	Whether MSME or Not	
10	Trade License Registration No.	

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

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

11	Names and address of top 5 clients

12	Details of documents submitted:
	i)
	ii)
	iii)
	iv)
13	Details of EMD submitted.

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:

OTHER INFORMATION / TERMS AND CONDITIONS FOR PRINTERS

- MUST HAVE THE NECESSARY MACHINES & INFRASTRUCTURE TO CARRY OUT PRINTING JOB.
- MUST HAVE NECESSARY ARRANGEMENTS AND OTHER FACILITIES LIKE BINDING, PACKAGING ETC.
- MUST HAVE THREE YEARS EXPERIENCE IN THE FIELD OF SIMILAR TYPE OF PRINTING.
- TENDER FEES OF Rs. 500/ + GST @18%** (NON REFUNDABLE) & **EMD OF Rs. 3000/-** (REFUNDABLE) IN THE FORM OF DEMAND DRAFT / PAY ORDER / BANKER'S CHEQUE DRAWN IN FAVOUR OF "THE NEW INDIA ASSURANCE COMPANY LIMITED" PAYABLE AT KOLKATA 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.
- THOSE WHO DO NOT HAVE THEIR OWN PRINTING PRESS NEED NOT APPLY.
- ALL THE DOCUMENTS SUBMITTED MUST BE CLEARLY LEGIBLE AND DULY SIGNED AND STAMPED BY THE APPLICANT.
- APPLICATION WITHOUT EARNEST MONEY DEPOSIT (EMD) SHALL BE LIABLE TO BE REJECTED.
- THE COMPANY RESERVES THE RIGHT TO INSPECT THE PREMISES OF THE PRINTER AND / OR ASK FOR ANY OTHER DOCUMENT AND / OR ORIGINALS FOR INSPECTION.
- ANY REFERENCE / INSPECTION OF PREMISES OF PRINTER FROM OUR END SHALL NOT DEEM TO BE CONFIRMATION OF EMPANELMENT BY THE COMPANY.
- THE EMPANELMENT SHALL BE FOR A PERIOD OF TWO YEARS WHICH MAY BE EXTENDED OR REDUCED AS PER DISCRETION OF THE COMPANY.
- THE COMPANY RESERVES THE RIGHT TO DEANEL 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.
- PREFERENCE WILL BE GIVEN TO PRINTERS EMPANELLED WITH PSU BANKS, LIC AND OTHER PSUs.
- THE COMPANY MAY ASK FOR FURTHER INFORMATION.
- THE COMPANY RESERVES ABSOLUTE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE APPLICATION WITHOUT ASSIGNING ANY REASON/S WHATSOEVER.

PROPERLY SEALED ENVELOPE CONTAINING ALL DOCUMENTS WITH EMD SUPERSCRIBING "APPLICATION FOR EMPANELMENT AS "PRINTERS" AND ADDRESSED TO THE MANAGER, ESTATE & ESTABLISHMENT DEPARTMENT, THE NEW INDIA ASSURANCE CO. LTD., KOLKATA REGIONAL OFFICE, 4, MANGOE LANE, KOLKATA – 700001. SHOULD BE DEOPPED IN THE TENDER BOX OF THE SAID OFFICE PREMISES LATEST BY **14/11/2024** WITHIN **04.00** P.M.

MR. NIRMALLYA CHANDA
CHIEF REGIONAL MANAGER,
THE NEW INDIA ASSURANCE CO. LTD.,
KOLKATA REGIONAL OFFICE,
4, MANGOE LANE, KOLKATA – 700001.

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**APPLICATION FOR EMPANELMENT AS SUPPLIER OF TABLE STATIONERY WITH
THE NEW INDIA ASSURANCE COMPANY LIMITED, KOLKATA REGIONAL OFFICE**

- NAME & ADDRESS OF SUPPLIER

- TELEPHONE / FAX / MOBILE NOS.

- NAME OF CONTACT PERSON WITH MOBILE NO.

- YEAR OF ESTABLISHMENT

- TYPE OF FIRM (SOLE PROPRIETORSHIP / PARTNERSHIP / OTHERS)

- VALID TRADE LICENSE NO. AND PHOTOCOPY OF TRADE LICENSE
ISSUED BY THE AUTHORITY TO CARRY OUT THE BUSINESS.

- PHOTOCOPY OF LATEST INCOME TAX RETURN

- PHOTOCOPY OF LATEST SALES TAX / VAT RETURN

- WHETHER ENLISTED WITH PSUs / GOVERNMENT ORGANISATION ?
IF YES, GIVE DETAILS ALONG WITH SUPPORTING DOCUMENTS
OF EMPANELMENT / WORK ORDER ETC.

- DETAILS OF EARNEST MONEY DEPOSIT

- ANNUAL TURNOVER WITH SUPPORTING DOCUMENTS
FOR THE LAST THREE FINANCIAL YEARS.

- WHETHER MSME OR NOT?

DECLARATION:

I / WE DECLARE THAT THE STATEMENT / INFORMATION GIVEN ABOVE ARE TRUE AND DOCUMENT(S) 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 DOCUMENT(S) SUBMITTED IS / ARE FALSE, THE COMPANY MAY REJECT MY / OUR APPLICATION. FURTHER, I / WE HAVE READ THE TERMS AND CONDITIONS ATTACHED ALONG WITH THE APPLICATION FORMAT.

SIGNATURE

NAME

STAMP

OTHER INFORMATION / TERMS AND CONDITIONS FOR TABLE STATIONERY SUPPLIERS

- **TENDER FEES OF Rs. 500/ + GST @18% (NON REFUNDABLE) & EMD OF Rs. 3000/- (REFUNDABLE) IN THE FORM OF DEMAND DRAFT / PAY ORDER / BANKER'S CHEQUE DRAWN IN FAVOUR OF 'THE NEW INDIA ASSURANCE COMPANY LIMITED' PAYABLE AT KOLKATA MUST BE SUBMITTED ALONG WITH THE APPLICATION.**
- APPLICATION WITHOUT TENDER FEES & EARNEST MONEY DEPOSIT (EMD) SHALL LIABLE TO BE REJECTED.
- ALL THE DOCUMENTS SUBMITTED MUST BE CLEARLY LEGIBLE AND DULY SIGNED AND STAMPED BY THE APPLICANT.
- THE SUPPLIERS WHO WILL BE SELECTED AND EMPANELLED, THE EMD OF SUCH SUPPLIERS WILL BE KEPT AS SECURITY DEPOSIT AND WILL BEAR NO INTEREST. EMD FOR UNSUCCESSFUL APPLICATIONS WILL BE RETURNED WITHOUT ANY INTEREST.
- THE EMPANELMENT SHALL BE FOR A PERIOD OF TWO YEARS WHICH MAY BE EXTENDED OR REDUCED AS PER DISCRETION OF THE COMPANY.
- THE COMPANY RESERVES THE RIGHT TO DEANEL THE SUPPLIERS IF THEY ARE UNABLE TO SUPPLY MATERIALS AS PER RATE QUOTED.
- PREFERENCE WILL BE GIVEN TO SUPPLIER EMPANELLED WITH PSU BANKS, LIC AND OTHER PSUs.
- IF ON VERIFICATION / INSPECTION, IT IS FOUND THAT ANY INFORMATION OR DOCUMENTS SUBMITTED BY AN APPLICANT IS FALSE, FABRICATED OR INCORRECT, THE APPLICATION SHALL BE REJECTED.
- THE COMPANY MAY ASK FOR FURTHER INFORMATION.
- THE COMPANY RESERVES ABSOLUTE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE APPLICATIONS WITHOUT ASSIGNING ANY REASON/S WHATSOEVER.

PROPERLY SEALED ENVELOPE CONTAINING ALL DOCUMENTS WITH EMD SUPERSCRIBING "APPLICATION FOR EMPANELMENT AS STATIONERY / COMPUTER CONSUMABLES SUPPLIER" ADDRESSED TO THE MANAGER, ESTATE & ESTABLISHMENT DEPARTMENT, THE NEW INDIA ASSURANCE CO. LTD., KOLKATA REGIONAL OFFICE, 4, MANGOE LANE, KOLKATA – 700001. SHOULD BE DROPPED IN THE TENDER BOX OF THE SAID OFFICE PREMISES LATEST BY **14/11/2024** WITHIN **04.00** P.M.

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**APPLICATION FOR EMPANELMENT AS SUPPLIER OF COMPUTER CONSUMABLES WITH
THE NEW INDIA ASSURANCE COMPANY LIMITED, KOLKATA REGIONAL OFFICE**

- NAME & ADDRESS OF SUPPLIER

- TELEPHONE / FAX / MOBILE NOS.

- NAME OF CONTACT PERSON WITH MOBILE NO.

- YEAR OF ESTABLISHMENT

- TYPE OF FIRM (SOLE PROPRIETORSHIP / PARTNERSHIP / OTHERS)

- VALID TRADE LICENSE NO. AND PHOTOCOPY OF TRADE LICENSE
ISSUED BY THE AUTHORITY TO CARRY OUT THE BUSINESS.

- PHOTOCOPY OF LATEST INCOME TAX RETURN

- PHOTOCOPY OF LATEST SALES TAX / VAT RETURN

- WHETHER ENLISTED WITH PSUs / GOVERNMENT ORGANISATION ?
IF YES, GIVE DETAILS ALONG WITH SUPPORTING DOCUMENTS
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SIGNATURE

NAME

STAMP

**OTHER INFORMATION / TERMS AND CONDITIONS FOR COMPUTER CONSUMABLES
SUPPLIERS**

- **TENDER FEES OF Rs. 500/ + GST @18% (NON REFUNDABLE) & EMD OF Rs. 3000/- (REFUNDABLE) IN THE FORM OF DEMAND DRAFT / PAY ORDER / BANKER'S CHEQUE DRAWN IN FAVOUR OF 'THE NEW INDIA ASSURANCE COMPANY LIMITED' PAYABLE AT KOLKATA MUST BE SUBMITTED ALONG WITH THE APPLICATION.**
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