

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	05-05-2026 14:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	05-05-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Finance
विभाग का नाम / Department Name	Department Of Financial Services
संगठन का नाम / Organisation Name	National Insurance Company Limited (nicl)
कार्यालय का नाम / Office Name	Head Office Kolkata
वस्तु श्रेणी / Item Category	Custom Bid for Services - ----
समान श्रेणी / Similar Category	<ul style="list-style-type: none"> Paper-based Printing Services
अनुबंध अवधि / Contract Period	10 Month(s) 4 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
Payment Timelines	Payments shall be made to the Seller within 44 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial - [1776840704.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1776840715.pdf](#)

Instruction To Bidder:[1776840720.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1776840725.pdf](#)

Scope of Work:[1776840730.pdf](#)

Payment Terms:[1776840736.pdf](#)

Penalties:[1776840741.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1776840746.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1776840751.pdf](#)

GEM Availability Report (GAR):[1776840756.pdf](#)

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:[1776840761.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1776840766.pdf](#)

Any other Documents As per Specific Requirement of Buyer -2:[1776840772.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1776840777.pdf](#)

Custom Bid For Services - ---- (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	----
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sourav Chakraborty	700156,18-0374, Plot no.CBD-81, Rajarhat New Town, Kolkata-700156	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

TECHNICAL BID (Eligibility Criteria):

- 1) Photocopy of valid Trade Licence issued by the appropriate Authority to carry out the business of PRINTING. Page 6 of 15
- 2) Photocopy of Income Tax Returns for the last three consecutive financial years i.e. 2023-24, 2024-25 and 2025-26.
- 3) Latest valid GST Registration Certificate (Photocopy must be enclosed).
- 4) Must have done at least 2 (Two) jobs (Multi-colour) of Rs.3,50,000/- (Rupees Three Lakh Fifty Thousand only) and above in a single order during any of the last three financial years i.e. 2023-24, 2024-25 and 2025-26. (Enclose copies of work orders along with Delivery Challan/Tax Invoice/TDS Certificates).
- 5) Must have published at least 2 (Two) Annual Reports during the financial year 2023-24, 2024-25 and 2025-26 of any Sector and / or Limited Company (sample copies must be enclosed).
- 6) The Company must have own Printing Press of four colour Offset Printing Machine with latest technology of CTP System under one roof (Documentary evidence must be submitted) in Kolkata Jurisdiction only.
- 7) In-house facilities for carrying out multi-colour job as per design and colour scheme.
- 8) In-house facility for allied job like binding/packaging etc.
- 9) In-house facilities like pre-press facility, layout, Designing, DTP, Proof Reading, Scanning, Art Studio etc.
- 10) Paper sample to enclose for the above referred prints.
- 11) Filled up copies of Annexure I(Financial Bid), II, III and application form to be uploaded and subsequent needs to be submitted.
- 11) Earnest Money of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/NEFT/RTGS in favour of "National Insurance Company Limited" payable at Kolkata to be deposited along with the Technical Bid failing which the Tender will not be accepted. This Earnest Money for the successful Bidder will be kept as Security Deposit and will bear no interest. Earnest Money to the unsuccessful Bidders will be refunded without interest after the exercise for selection of Printer is completed. Registered MSME are exempted to deposit of EMD. (Copy of MSME registration certificate showing printing job category to be enclosed for claiming exemption).

OTHER INFORMATION, TERMS & CONDITIONS:

- 1) After successful completion of the job, the Printer shall have to provide us the following-
 - i) (a) Soft copy of Final Annual Report in PDF format for publication in our Company's website.
 - (b) Soft copy suitable for e-filing purpose.
 - ii) Hindi softcopy matching with our system for Bilingual Report. 2) The Printer shall have to provide soft copy of the Annual Report 2025-24 in PEN-DRIVE to each Regional Office and Head Office.
- 3) Dummy Annual Report is available for inspection at our Office at National Insurance Co. Ltd. Head Office , Premises No- 18-0374, Plot No- CBD-81, New Town , Kolkata 7000156 .
- 4) At first stage, the Technical Bids of all the Bidders will be opened and evaluated. The bidders who qualify at the technical bids, the Price bid of only those qualified bidders will be opened and evaluated.
- 5) Tender submitted after the date/time mentioned above will not be accepted under any circumstances.
- 6) Conditional Tender will be rejected.

- 7) No deviation in specification including quality of paper will be entertained. Any deviation may entail cancellation of the entire order and also withholding of Earnest Money.
- 8) The printer will get in regular touch with Accounts Department vis-à-vis other respective departments in Head Office for smooth completion of the Job within time schedule.
- 9) Company reserves the right to cancel the entire order in case the quality of the Books are not as per specification.
- 10) Before final printing of the Books, the Printer must get the Proof and design approved by Accounts Department/Secretariat Department.
- 11) In case of delay in delivery, the Company may, at its option, cancel the order and/or forfeit the EMD.
- 12) Company reserves the right to inspect the premises of any Tenderer and also ask for original documents, copies of which have been submitted along with the Technical Bid. If on inspection/verification it is found that any information/documents submitted by any Bidder is false or incorrect, the tender for such Bidder shall be rejected and the Company reserves the right to forfeit EMD of such Bidders.
- 13) Payment will be made within 30 (Thirty) days from the date of receipt of Bill accompanied by acknowledgement from all ROs and HO as to receipt and / or proof of delivery under Office Seal and also certification as to approval of Proof. Bank details i.e. name of Bank, Branch, Account Number, RTGS/NEFT is also to be furnished with the Bill.
- 14) The selected Printer will allow our Representative to inspect the Premises where the job is being carried out.
- 15) If the L-1 Bidder withdraws the offer before the Order is placed or execution of the Order takes place, the Company shall forfeit their Earnest Money deposited.
- 16) There shall be no escalation in the prices once fixed and agreed by the Company with the vendors but the Printer should agree to pass on to the Company any benefit arising out of any subsequent reduction in the prices due to reduction in duties and levies after the prices are fixed but before delivery of the material.
- 17) Company reserves absolute right to accept or reject any or all the Tenders without assigning any reasons whatsoever.
- 18) All disputes will be subject to Kolkata jurisdiction only.
- 19) In case the day of opening of tender is declared as a Public Holiday or there is non functioning of the Company due to Strike, Bandh etc, the next working day will be treated as a day for the purpose. No separate intimation will be given by the Company.
- 20) The list of Regional Offices where the Annual Reports are to be delivered and the quantity to be delivered is stated in the list attached to the tender document.

EMD:

₹ 20,000/- (Rupees twenty thousand only) by NEFT / RTGS Transfer only as per following details:

Name as per bank Account :- National Insurance Company Limited Bank Account no. :- 6762010554

Type of Account :- Current Account

Name of the Bank :- Indian Bank

Name of the Branch :- Russel Street , Kolkata-700071

MICR Number of the Branch :- 700019018

IFSC no. of the Branch :- IDIB000R024Submission of Tender

Submission of Tender

Hard copies of Bid documents are to be submitted in two separate envelopes, Envelope No-(1)-Technical Bid & EMD (Original Demand Draft or NEFT / RTGS details) and Envelope No. (2)-Financial Bid. Technical Bid and The Financial Bid are to be placed in two separate envelope sealed

and super-scribed as “Technical Bid” and “Financial Bid” respectively. These two envelopes are then to be placed in Envelope No-3 which is to be sealed and super-scribed on the outside with the narration “Tender for Printing, supply and delivery of “Annual Reports & Accounts for the FY 2025-26” (Bilingual) and to be submitted at National Insurance Office Co. Ltd. Head Office 10th Floor, Premises No- 18-0374, Plot No- CBD-81, New Town, Kolkata 7000156 in the respective Tender Box.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---