

IDBI BANK LTD

CENTRAL PROCESSING UNIT

Tender ref:-TN/CPU/12

Printing & Posting of Bilingual Inland letters to Non funded Salary accounts

Tender Issue date: – August 26, 2010

Tender Closing date: –. September 7, 2010 till 12 noon

Tender opening date for Part 1 : September 7, 2010. 3.00 PM

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(In respect of point no 7, 8, 9 & 10 please click on the link to view the document)



IDBI BANK LTD

Central Processing Unit, Plot no 82/83, Street no 15,
Road No 7, MIDC, Andheri (E) Mumbai 400093

TENDER NOTICE

Printing & Posting of Bilingual Inland letters to Non Funded Salary Accounts

Tender ref:-TN/CPU/12

Date August 26, 2010

Sealed tenders are invited for sending intimation letters to Bank's Salary account customers. Job involves printing of intimation letter in (bilingual) Inland letter format along with Bank's colour logo, franking and posting. Tenders are to be submitted before 12 noon on September 7, 2010. For further details & format, please visit the Bank's website at www.idbi.com.

Sd/
Deputy General Manager
Admin department.



आईडीबीआई बैंक लि.

सेंट्रल प्रोसेसिंग यूनिट, प्लॉट नं. 82/83 स्ट्रीट नं. 15,
रोड नं. 7, एमआईडीसी, अंधेरी (पूर्व), मुंबई 400 093

निविदा सूचना

गैर-निधिकृत वेतन खातों के लिए द्विभाषी अन्तर्देशीय पत्रों की छपाई और प्रेषण

टेंडर संदर्भ:- टीएन/सीपीयू/12

दिनांक- 26/08/2010

बैंक के वेतन खाता ग्राहकों को सूचना पत्र भेजने के लिए मोहरबंद निविदाएं आमंत्रित हैं। इसमें अंतर्देशीय पत्र के प्रारूप में सूचना पत्रों (द्विभाषी) पर बैंक लोगों की रंगीन छपाई, फ्रैंकिंग व प्रेषण कार्य शामिल हैं। निविदाएं दिनांक 07/09/2010 को दोपहर 12 बजे से पूर्व प्रस्तुत कर दी जाएं। अधिक जानकारी और फॉरमैट के लिए कृपया www.idbi.com वेबसाइट देखें।

हस्ता/-
उप महा प्रबंधक
प्रशासन विभाग



Tender ref:-TN/CPU/12

**Central Processing Unit, Plot no 82/83, Central Road, Road No 7, Street No 15,
MIDC, Andheri, Mumbai 400093**

Printing & Posting of Bilingual Inland letters to Non Funded Salary Accounts

❖ Tender Details

Sealed tender are invited from experienced and reputed parties situated nearby Mumbai & Suburban areas for providing end to end solution for information letters to be sent in Inland Letter format to some of our customers.

This activity involves following major work.

- processing raw data provided by the Bank
- Merging of addresses with bilingual matter in Inland letter format.
- Printing of bilingual Letter in Inland letter format (Hindi & English) on A4 size paper with perforated closing on both sides and gum pasted on top (as per India Post guidelines for such Inland letter).
- Franking
- Sorting the letters as per Pin code
- Delivery of letters in designated Post office
- Providing branch wise details, dispatch details & related MIS to Bank.

❖ Tender Procedure

Sealed Tender need to be furnished in two parts i.e. **Part I & Part II**

○ **PART I (Technical Bid)**

Cover should be super scribed with the words

**“PART I- Tender for printing and posting of Bilingual Inland letter”
<< Vendor / Agency Name >>**

This cover will contain the following information:

- a. Application for Tender (Annexure I)
- b. Signed copy of Basic Terms & Conditions (Annexure II)
- c. Format for applying for Tender (Annexure III)
- d. Empanelment Form giving all Financial/ Market/ Statutory details about Agency. (Annexure V)
- e. Earnest Money Deposit (EMD) by way of Demand draft drawn in favor of 'IDBI Bank Ltd' payable at Mumbai on any nationalized/scheduled bank for Rs 50,000/-
- f. Inland Letter samples for any previous jobs done by Vendor/Printer.

○ **PART II (Commercial Bid)**

Cover should be super scribed with the words

“PART II- Tender for printing and posting of Bilingual Inland letter- Rates”

<< Vendor / Agency Name >>

This cover will contain Rates quoted by Printer/ Vendor for above job in the format provide as per Annexure IV. Rates provided in any other format will be straightaway rejected. Annexure IV should be signed by the authorized person and any cuttings/ overwriting in rates should also be authenticated under full signatures by the same authorized person(s).

Both the covers i.e. Part- I and Part II shall be closed/pasted and put in a single cover (super subscribing the words)

Tender for Printing and Posting of bilingual Inland Letter to Non Funded

Salary Accounts

<< Vendor Agency Name >>

Sealed Tenders should be submitted by **dropping** in the tender box kept for this purpose on Mezzanine floor of IDBI Bank Ltd, CPU, Plot 82/83, Central Road, Street No 15, Road no 7, MIDC, Andheri, Mumbai 400093, on or before 12 noon of September 7, 2010

Agencies may note that Part I will be opened at 3 PM on September 7, 2010 for prequalification of Vendor / Agency. Date and time of opening of Part II would be intimated separately. Part II of the vendors not satisfying the Part I- Technical bid will not be opened (*including EMD of Rs 50,000/application money*)

This is a time bound activity and needs to be completed within 5 days. Vendors providing end to end solutions will be given priority in awarding tenders. **Please note that the Bank reserves the right to accept or reject the lowest or all or any offers without assigning any reason therefor.**

For further details/clarifications please contact:

Shri Ashish Sawant /Shri Sujit Gole

Admin Department

IDBI Bank Ltd.

CPU, Plot 82/83, Central Road,

Street No 15, Road no 7, MIDC,

Andheri, Mumbai 400093,

Phone 66700212/213

Email: ashish_sawant@idbi.co.in

sujit_gole@idbi.co.in

Annexure I

Application for Tender

Place:

Date:

The Deputy General Manager,
IDBI Bank Ltd
Admin Department
Central Processing Unit,
Plot 82/83, Central Road,
Street No 15, Road no 7, MIDC,
Andheri, Mumbai 400093,

Dear Sir,

Printing & Posting of Bilingual Inland letters to Non Funded Salary Accounts

1. Having gone through the Tender Document for the aforesaid job, we offer ourselves for providing Inland letter printing & dispatch services to IDBI Bank.
2. We agree to abide by the terms & conditions of the tender and it shall remain binding on us.
3. We note that the Bank
 - a. would not empanel the vendor whose technical bid (part - I) is not as per requirement and rejected by IDBI Bank
 - b. would not open the price bid (Part - II) of the vendor who has not qualified in the technical bid (Part - I)
 - c. reserves the right to reject lowest and / or all / or any other offers without assigning any reasons thereof;
 - d. may offer the same type of services to more than one vendor.
4. We declare that our agency has never been involved in providing services to any anti social group/out lawed organization and / or our agency has never been involved in any kind of fraud/illegal cases.

Signature of the authorized person

Date:

Name of the signatory (in block capital letters)

Seal of the Vendor

Annexure II

Basic Terms & Conditions

1. Vendor/Printer should be Mumbai/Navi Mumbai/ Thane dist based.
2. Vendor/Printer should be in business of similar nature for at least three years with good track record and capabilities to handle large volume.
3. Vendor/Printer should have done similar type of job in past.
4. The Printers/Vendors who have been awarded contract in the past by IDBI Bank Ltd but terminated during the contract period or whose performance was **not** to the satisfaction of the Bank, will not be eligible to submit their tender.
5. No escalation in the rates in any manner will be permitted.
6. **Conditional tenders will be straight away rejected.**

Payment terms:

7. Vendors/ Printer need to submit Earnest Money Deposit (EMD) of Rs 50,000/- while applying for the tender.
8. Vendors/ Printer to whom the contract would be awarded needs to submit additional Security Deposit (SD) of Rs 50,000/-
9. EMD for unsuccessful bidders would be returned within 15 days of finalization of the Vendor for performing the work.
10. The EMD and SD (total Rs. 1,00,000/-)of the successful vendor /printer would be refunded after three months after successful completion of aforesaid job to the satisfaction of the Bank.
11. EMD & SD will not carry any interest.
12. EMD/SD can be issued by way of demand draft in favour of IDBI Bank Ltd payable at **Mumbai** drawn on any nationalized/scheduled bank.
13. No advance will be paid or no Part payment will be done for any job to the Vendor.
14. All payments for this job will be done only after 30 days of satisfactory completion of job and receipt of confirmation and proper invoices from Vendor.
15. Bank will not spend on data handling charges, software charges or processing charges/fees etc. or any other similar type of charges.

Scope of work:

16. Time is the essence of the work and this is a time bound activity. The job needs to be completed within 5 days from receipt of data from Bank.
17. The Vendor/Printer shall be responsible for bad or wrong printing/ inferior quality/ wrong stuffing/ duplication or any other type of mistakes which are not matching specifications given to them at the time of calling Quotation and shall be liable to compensate IDBI Bank Ltd in monetary terms as may be decided by IDBI Bank Ltd. Compensation, if any will be recovered from the bills of the Vendor.

18. Subcontracting of the job is not allowed. All the activity needs to be completed in house except franking.
19. Raw data containing customer details will be provided by Bank in Pipe delimited form in a CD. Vendor needs to make arrangement for collection of data.
20. Before final printing, Vendor shall provide samples on email as well as physical sample and after approval only, printing shall be started.
21. The Vendor/ Printer shall be responsible for obtaining permission from the postal authorities for size, postal charges etc. The Vendor shall be responsible for resolving issues what ever that may be with Postal authorities. The bank reserves the right to deduct appropriate amount to be paid to the vendor/printer towards the cost incurred by Bank if any for resolving the issues relating to issue of this Inland letters with Postal authority or any other.
- 22. The letter size and pattern shall be in strict compliance with guidelines issued by the India Post and the vendor shall be solely responsible for any variation in the size and other relevant issues, if there is any dispute at a later date.**
23. Vendor shall make arrangement for franking of necessary amount and delivery of franked letter to the designated Post office at his own cost.
24. Vendor shall provide output files/MIS in XLS and TXT format for data processed & printed in a CD and shall send dispatch MIS on daily basis.
25. As Bank will provide huge database of important customers, Vendor needs to execute Indemnity Bonds for secrecy of Data. After completion of aforesaid job, Vendors needs to handover original CD provided by Bank. Further vendor needs to issue declaration letter on Company's letterhead that all data is deleted from system. Final payment will be made only after the receipt of this certification.
26. Bank officials shall be allowed to visit vendor's premises during the course of above assignment and the vendor shall follow/implement any changes that may be communicated in the work.

Legal:

27. IDBI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. IDBI also reserves the right to re-issue the Tender without the vendors having the right to object against the re-issue.
28. Vendor has to enter into an agreement with Bank as per format enclosed for performance of the work and indemnity for securing the data provided to it and not use IDBI Bank name and logo.
29. All information provided by the Bank to Vendor or its staff or agents should be treated as confidential and they should not use, divulge or disclose such information to any other person or party other than as permitted or required for the performance of service

30. The Vendor shall not misuse the logo, letter head and other stationery provided or printed in the name of the Bank. The vendor shall destroy all excess stationery/ letterhead on termination of this contract. Vendor shall also furnish a certificate to that effect.
31. Signed copy of basic terms and conditions are required to be submitted along with Tender application form otherwise tender will be invalid.
32. Any legal disputes will be subject to Mumbai Jurisdiction.

We have read the above terms and conditions and accepts the same.

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the agency _____

Date: _____

Annexure III

Format for applying to quotations- TN/CPU/12

Srl.	Particulars	Remarks
1.	Name of the Printer	
2.	Location of Printer	
3.	Handling the proposed kind of work since... (VDP and Inland letter printing)	
4.	Whether this type of letter printing is done in the past. If yes, for which bank (Please enclose samples)	
5.	Signed copy of all Quotation paper/annexure.	
6.	Any other details of relevance	

Signature of the authorized person _____

Name of the signatory (in block capital letters) _____

Seal of the agency _____

Date: _____

Annexure IV

Format for quoting rates

Approx quantity of letters will be as follows

	Non funded Salary accounts	Approx Quantity : 6,79,596
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Srl	Particulars	Amount in Rs (without taxes)
1	Letter printing in Hindi and English in Inland Letter format on A4 size paper (as per India Post guidelines) with two side perforated sealing and gum seal on the top side) <u>Specification</u> 1. 80 GSM paper 2. Max weight - 5 grams 3. on A4 paper as per specific size & other specifications issued in recent India Post manual	
2	Postage charges per letter (on actual basis)	
	Total Charges	

(Postage will be on actual basis and will be paid directly to Post office. Bank will not pay for franking charges/service charges.)

Taxes applicable as per Government norms.