



IDBI Bank Ltd.

Regd.Office IDBI Towers,WTC Complex,Cuffe Parade Mumbai-400005

**Printing & Designing of "Shree Vayam" and
Envelopes for the year 2010-11**

Tender Notice

Sealed Tenders are invited for Printing & Designing 4 (quarterly) issues (October 2010 – September 2011) of the house journal of the Bank "Shree Vayam " (14000 (+/- 10%) copies per issue) & envelopes (2000 numbers per issue) from reputed printers from Mumbai who have, successfully executed individual orders for printing of similar jobs, in the past 5 years. Last date of submission of tender is 30.08.2010 up to 1300hours. For details please visit IDBI Bank Ltd website www.idbi.com



Pre-qualification Criteria

- The Printer should be Mumbai based.
- The Printer should be a reputed and registered firm / concern, which is profit-making for the last 5 years.
- The Printer should be in the business of designing and printing magazines/ house journals for the last 5 years.
- The Printer should have printed, not less than 15,000 copies each of 4-colour Magazines/ House Journals for at least five clients, preferably Banks, during each of the past five years.
- The printer should have state-of-the-art integrated capability for undertaking such jobs - photo typesetting in both Hindi and English, high quality colour processing, 4-colour offset for printing and binding by center pinning as well as high-speed internet connectivity, for meeting the stipulated schedule. Details of facilities with proof of ownership may please be submitted.
- The Printer should have "Akruti XP" to facilitate typesetting/ printing of Hindi part of the jobs.
- The Printer should have in-house Designers or should be able to outsource good Designers. Printers should give details of their arrangement in this regard, in the bid.
- The Printer should be able to handle the job as per specifications given in Annexure I.
- The Printer should be able to provide colour proofs before final strike order.
- The Printer should have the capacity to complete delivery of all copies, within 5 days from the strike order.
- The Printing firm should submit certificate(s) of satisfactory job completion from at least three clients, whose house journals/ colour magazines are designed and printed by the firm.



INSTRUCTIONS FOR TENDERING
Printing of Shree Vayam

1. Bid may be furnished in two covers. The respective covers should be sealed and marked as Cover – 1 (Technical bid) and cover – 2 (Financial bid) and put in a Master cover (super scribing the words printing of 'Shree Vayam' 2010-'11) and addressed to the Deputy General Manager (Administration), IDBI Bank Ltd be dropped in the tender box placed on 4th floor of IDBI Tower on or before 30.08.2010.at 1300 hours. For further details you may contact Mr. N.D.Deshmukh on 66553124 or Mr.A.R.Lothe on 66552379

2. **A: Prequalification-(Cover-1)**(Technical Bid)

Cover-1 should contain following documents

- Company profile
- Audited balance sheets of the Company for the last five years
- Details of similar jobs executed in the past five years along with the quantum and value of the job;
- List of clients for whom the jobs were executed with information regarding-
 - 1) Name of the Organization
 - 2) Address
 - 3) Telephone No.& Fax No.
 - 4) Contact Person
 - 5) Purchase Orders (Along with order dates and values) or Invoices for last two years (Copies of the orders to be enclosed)
 - 6) Certificate from the Client about satisfactory service.

- Samples of papers for cover page, text paper and polythene for covers
- Samples of the magazines printed by them.
- Printers should furnish Earnest Money Deposit (EMD) of Rs.10, 000 /- in the form of a demand draft drawn in favour of IDBI Bank Ltd Ltd, Mumbai on any Nationalized/Scheduled bank. Tender not accompanied by EMD shall be treated as invalid . EMD shall not bear any interest and this amount shall be forfeited in the event of any evasion, refusal or delay on the part of the bidder to sign and execute the contract, in case his tender is accepted. EMD shall be refunded to the unsuccessful bidders within 30 days from the date of finalization of biddings.
- Terms and conditions duly signed by the authorized person with the company seal.

.B: Financial bid. (Cover – 2)

Cover – 2 should contain **rates** for the total job per issue inclusive of all taxes and VAT (duly signed by the authorized person).

4 **.Cover – 1** shall be opened at 15.00 hrs on the same day i.e. for pre-qualification of the bidders

Cover – 2 of pre -qualified bidders will be opened at 16.00 hours on the same or at a future date in the presence of the qualified bidders.



Tender for designing and printing of Shree Vayam -2010-11

Terms and Conditions

- 1) Applicable taxes would be deducted at source and TDS certificate will be issued.
- 2) Conditional Tender will not be accepted and will be summarily rejected.
- 3) The specifications and scope of the Printing & Designing job are given in the Annexure- I
- 4) No advance will be paid for the work.
- 5) The rates once finalized shall remain valid for the entire period and no escalation in cost on any account will be permitted.
- 6) No cost will be paid for the copies received in mutilated condition. Decision of IDBI Bank Ltd. in this regard will be final.
- 7) The EMD of Rs.10000/-(Printing) shall not bear any interest. The EMD of the unsuccessful bidders would be refunded only after finalisation from the date of finalization of biddings or within 30 days from the opening of the tender whichever is earlier. The EMD of successful bidder will be refunded after completion of job to our satisfaction. (i.e. after completion of 4 issues of Shree Vayam).
- 8) The work order issued to the successful bidder would need to be accepted within 3 days from the date of issue of work order. Failure to accept the work order will result in forfeiture of the EMD.
- 9) Printer should provide proof of material (including colour proof) to be printed to the Vayam Section either in printed forms, E-mail, CDs or as specified. The key officials of the printer would need to constantly interact with the officials of the Vayam Section of IDBI Bank Ltd. Designing and printing is to be done according to Bank's specifications.
- 10) The end product of printed material should also be made available in a CD, which should be in a compatible format for down loading on IDBI Bank Ltd Intranet for online viewing.
- 11) Printed copies should be delivered within 5 days from the date of release of artworks and photographs.

- 12) The delivery at HO and also for distribution of copies to Departments at H.O. at Cuffe Parade will be at free of charge by the printer.
- 13) Any delay in failure to supply requisite numbers of copies of "Shree Vayam" as per agreed quality and specifications would entitle the IDBI Bank Ltd to invoke penalty clause or even cancel the whole/part of the order. In the event of cancellation of the order, IDBI Bank Ltd shall not be liable to pay any amount and the bidder shall not be entitled to recover from IDBI Bank Ltd. any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the IDBI Bank Ltd shall be entitle to recover the loss, which it may incur on account of non-delivery /short delivery/late delivery or on account of placing orders with other bidder/printer, the difference between the amount at which he had agreed to execute the job and the amount at which the IDBI Bank Ltd would assign the job to other bidder/printer.
- 14) IDBI Bank Ltd reserves the right to terminate the contract at any time during currency of the contract period without assigning any reason therefor.
- 15) IDBI Bank Ltd reserves the right to reject any or all offers without assigning any reason.
- 16) The contract shall be for 4 issues and extendable for further 4 issues at the sole discretion of IDBI Bank Ltd.

Signature of the authorized person:

Name of the signatory

(.....):

(in block capital letters)

:

Seal of the Company:

Date:

Place: Mumbai

ANNEXURE -I
Specifications for Designing, Printing and Distribution of 'Shree Vayam'

1	Size	8 ^{1/2} inches X 10 ^{3/4} inches (cut size)
2	No. of pages	<ul style="list-style-type: none"> • 36 pages + four pages of cover • Rates may be quoted pro rata for every additional 4 pages.
3	No. of copies	14000 (with provision of increase/ decrease to the extent of 10%)
4	Photo-typesetting	<ul style="list-style-type: none"> • English and Hindi with facility for condensed, expanded and outline types of fonts. • English Palatino/ Galliard/ Helvetica/ Bangulat/ Kabel/ Korina/ Times Roman/ Times New Roman/ Comic Sans, etc. • Hindi- Akruti package, compatible with that currently used by the Bank. • Approximately 8-12 points size for text; 16-48 points for headlines. • Printouts of typeset material to be sent to IDBI on the next working day following submission of drafts in hard/ soft copies. • Compatibility with the designers' designs for importing the same for printing.
5	Designing	<ul style="list-style-type: none"> • Designing of the entire journal including cover pages in four-colour and preparing suitable layout/ artwork with photographs/ illustrations to give a new look to the Journal, different from that of the previous years. • Design work to be completed within 4 days of release of write-ups/ photographs etc.
6	Quality of paper	Cover : 4 + 4 colour printing on 170 gsm superior quality art paper [Matt finish] Inside pages : 4 + 4 colour printing on 130 gsm superior quality art paper [Matt finish]
7	Processing	<ul style="list-style-type: none"> • Four-colour in all pages (cover and inside) • An average of 2-3 colour pictures/ transparencies per page, supplied by the Bank
8	Printing	Colour Offset. Proofs of all pages should be approved by the Bank in advance.
9	Binding	Centre pinning.
10	Delivery of Journals	Within 5 days from the date of release of page artworks and photographs for printing.
11	Other terms	<ul style="list-style-type: none"> • Printer will take the responsibility of handling and distribution of copies of the journal at all the offices/ departments at Registered Office of the Bank at Cuffe Parade and any other place in Mumbai, if necessary.

		<ul style="list-style-type: none"> • The approved Courier of the Bank if agreed to will take the responsibility for packing and dispatch of parcels to various Branches of the Bank by air freight/ courier/ registered post and individual mailing, to ensure safe receipt at the intended destination. • Copies if returned undelivered will have to be submitted/ advised to the Shree Vayam Section.
12	Rates to be quoted	<ul style="list-style-type: none"> • For the total job per issue.

The specifications of polythene envelopes of Shree Vayam

- 1 Size : 9"x 12"
Flap - .1.5"
2. No. of Envelopes : 2000 nos.
- 3 Quality : White-plastic-POP-as per sample attached
(27 micron)
- 4 Colour : Single colour
- 5 Printing : IDBI Bank Ltd logo, Name and Address of IDBI Bank Ltd in Hindi & English and other matter as per sample (single colour). Proof of colour should be approved by IDBI Bank Ltd in advance
- 6 Delivery : The fresh stock of envelopes should be supplied in bundles of 50/100 nos.
Entire lot in 10 days from the date of strike order.
- 7 Schedule : Printer would be required to submit the proofs within 2 days from the date of release of corrected proof.