

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY,
HYDERABAD.**

TENDER QUOTATION FOR THE PRINTING OF 'JOURNAL'

FORM - A

Pre-Qualification Tender Quotation

1. Name and address of the Tenderer :
- Telephone Number/Fax No./email-id :
2. Details of the Press
- a. Ownership :
- b. Location (**) :
- c. Description/Type and Size of the Building :
- d. Is property on lease or freehold? :
- If on lease, date of expiry thereof :
- e. Name and Designation of the Authorised Representative :
- Address for correspondence :

Signature of the Tenderer with seal

** The entire processing has to be done necessarily at Hyderabad.

Infrastructure Facilities

1. Space available for printing work :
2. Space available for storage :
3. Are buildings fire-resistant? :
4. Are the buildings approved by
Municipal/Fire Department? :
5. Are power and fuel supply adequate
to meet production requirement? :
6. Are safety measures adequate for
performance of proposed supplies? :
7. Quality Control procedure followed :
8. Year and Month of starting operation :
9. Names of some major customers :
10. Details of volume of printed materials in
respect of a few important and
prestigious publications :
11. No. of employees/skilled labour :
12. Any other relevant information :

Signature of the Tenderer with seal

General Information

1. Name of the Tenderer and Address :
2. Month and Year of Establishment :
3. Registration Details under AP Shops and Establishments Act* :
4. Legal Status (Partnership/Proprietary etc.):
5. Nature of predominant printing work (#) :
6. Plant facility and past performance (##) :
7. Computer Equipment for various works :
8. Annual Turnover during the last 5 years* :
9. Any other relevant information :

Signature of the Tenderer with Seal

* Documentary Proof to be submitted

(Newspapers, Periodicals, Reports etc.)

Please specify the facilities you possess
(like Offset printers etc.)

**Insurance Regulatory and Development Authority,
Hyderabad.**

FORM 'B'

FINANCIAL QUOTATION – Printing of IRDA Journal

Sealed quotations are invited from reputed firms who are capable of handling the job of producing the monthly journal on a turnkey basis with the following job description.

Job Description:

- I. Cover Concept (4 pages – Front, Inside Front, Back and Inside Back cover); Developing a thematic image on the cover page; Layout and Desktop work pertaining to Inside pages numbering to 48, etc.
- II. Printing 1700 copies of the Journal per month with the following specifications:
Cover 8.50 x 11.00 – 4 x 4 colour on 220 gsm. BILT Royal Matt Card
24 pages 8.50 x 11.00 – 4 x 4 colour on 100 gsm BILT Royal Matt Paper
24 pages 8.50 x 11.00 – Single colour on 100 gsm BILT Royal Matt Paper
Printing IRDA Envelope for the journal 8.75 x 19.00 – 4 x 4 colour 120 gsm
Maplitho Highbright
Mailing the journals in envelopes
- III. Labels for mailing to be prepared as per inputs given by IRDA (Minor changes may be effected from month to month).
- IV. Within the 24 pages of single colour content, eight pages pertain to Hindi content; for which Hindi typing and desktop work has to be executed by the successful bidder.

While quoting your price for the entire job as detailed above, also please give a quotation for additional output @ four pages per unit. The entire job has to be handled on a priority basis and within the time schedules allotted. Interested firms should be experienced in the line and must be having an annual turnover of a minimum of Rs.1.50 crore.

CHAIRMAN

**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY,
HYDERABAD.**

TENDER QUOTATION FOR THE PRINTING OF ‘JOURNAL’

The following terms and conditions are applicable for printing the Journal.

1. The sealed tenders for this work are accepted up to 5.00 p.m. on 21st November, 06. The sealed covers with Form A i.e. Pre-Qualification Tenders will be opened at 11.00 a.m. on 22nd November, 06 in the presence of the tenderers or their authorized representatives. After thorough scrutiny of the details in the cover A by the Tender Committee, the sealed cover containing Form B i.e. Financial Quotation of those firms who are qualified will be opened in the presence of those tenderers who may choose to attend after due intimation to those who are qualified in the pre-qualification tender; at the Office of IRDA on 24th November, 06; and the Tenders will be finalized thereafter.
2. Mere fulfillment of all the stipulations as contained in the tender document, terms and conditions to the tender does not confer any right on the tenderers for acceptance of their tender quotation.
3. The tenderer should enclose Demand Draft for Rs.25,000 in favour of IRDA towards refundable EMD, drawn on any scheduled commercial bank at Hyderabad; and the same should be attached to the Pre-qualification quotation form (A). EMD amount will not carry any interest whatsoever.
4. The successful tenderers will be required to pay security deposit/furnish a Bank Guarantee (BG) for an amount of Rs.5 lakh (Rupees Five Lakh only). The security deposit so collected will not carry any interest. IRDA reserves the right to forfeit the security deposit/invoke the BG if the work assigned is not executed as per the work order. The decision of Chairman, IRDA shall be final in this regard.
5. The tenderers should enclose attested copies of the Registration Certificate of the firm/company; Income Tax return/assessment order; Certificate issued by competent authority under Shops and Establishments Act; etc. along with the tender quotation.
6. List of offices/departments/institutions where the tenderer is already undertaking similar printing works should be attached along with the supporting documents.

7. IRDA or their authorized representative reserves the right to visit/inspect the printing press and its machinery/equipment to ascertain the capabilities of the tenderers to execute the work to be entrusted.
8. Successful tenderer is required to enter into a contract with IRDA for the execution of work for a period of at least two years. The extension of the contract will be taken up on a mutually agreeable basis.
9. IRDA reserves the right to forfeit the EMD of successful tenderer on the following account – a. premature withdrawal from the tender. b. non-payment of security deposit. The decision of the Chairman, IRDA shall be final in this regard.
10. In case of unsatisfactory execution of the work, the printed copies are liable for rejection and the printer has to reprint and deliver quality material at his own expense. The loss to IRDA, if any, on this account shall be payable by the printer; and will be recovered from security deposit/ pending payments.
11. Tender quotation should be submitted in sealed envelope in two separate sealed covers A and B, i.e. Pre-qualification details in cover A superscribed 'Pre-qualification for Tender for printing IRDA Journal'; and Financial Bid in cover 'B' superscribed 'Financial Bid for Tender for Printing of IRDA Journal'; and should be dropped in the box provided for the purpose at the following address:

Insurance Regulatory and Development Authority (IRDA),
Parisrama Bhavanam, III Floor,
Basheer Bagh, Hyderabad – 500 004.
12. Corrections, if any, should be attested. All amounts shall be indicated both in words as well as in figures. Wherever there is a difference between the amount quoted in words and figures, amount quoted in words shall prevail.
13. The award of work is on a turnkey basis; and the tenderer is advised to peruse a specimen copy of the Journal available at the Office of IRDA.

THE AUTHORITY RESERVES THE RIGHT TO VARY THE TERMS AND CONDITIONS OF THE TENDER WITHOUT ANY PRIOR INTIMATION.

CHAIRMAN