

# **Insurance Regulatory And Development Authority of India**

## **Tender for printing of Calendars with Covers**

IRDAI, Hyderabad invites sealed tenders from printers to carry out the printing work of Wall and desk calendar with cover having approximate cost of Rs. 7 lakhs (including cost of images, if procured by printer).

Vendors who are interested to submit the tenders, please note the following:

- Bids of only those vendors will be considered who fulfill pre-qualification criteria and other criteria as mentioned in Technical Bid (Annexure II).
- The IRDAI reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the tenders (any or all) without assigning any reasons whatsoever.
- The prices should be firm and inclusive of all like taxes, delivery charges, etc.
- You are requested to quote your lowest competitive rate as per Scope of Work and Terms & Conditions as per Annexure given below:
  1. Scope of Work - **Annexure - I**
  2. Technical Bid - **Annexure - II**
  3. Financial Bid - **Annexure - III**
- All the pages of the bids should be duly signed by the authorized signatory/ies with stamp of the press.

### **Time Lines:**

The printed material as specified in scope of work at **Annexure I** should be supplied within 21 days from the date of award of work contract.

### **How to apply:**

Bidders need to submit sealed tender with clear mention of the Tender and name of the work on the envelope, along with hard copy of the complete Bid documents (Annexure I, II, and III along with supporting documents) and other specified documents, in tender box placed at the Office of IRDAI located at 3<sup>rd</sup> Floor Parishram Bhavanam, Basheerbagh Hyderabad-500004 on or before 19<sup>th</sup> Nov, 2015 (Wednesday) before 3.00PM. The technical bids will be opened on the same day at 4PM at the IRDAI head office in the presence of representatives of bidders, if they so desire.

M Pulla Rao  
Sr. JD (Gen)

## **Annexure: I**

### **Scope of work for Printing:**

| <b>Specifications</b> | <b>Wall Calendar</b>             | <b>Cover of Wall Calendar</b>    | <b>Desk Calendar</b>             | <b>Cover of Desk Calendar</b>    |
|-----------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Quantity              | 1000                             | 1000                             | 500                              | 500                              |
| Quality               | Art Card paper<br>250 GSM        | Maplitho Paper<br>120 GSM        | Art Card paper<br>130 GSM        | Maplitho Paper<br>120 GSM        |
| Size                  | 18" x 23"                        | 20" x 25"                        | 7½" x 8½"                        | 9½" x 10½"                       |
| No. of leaves         | 7                                | .....                            | 13                               | .....                            |
| Binding               | Wire-o                           | With Handles-<br>rivet & Threads | Wire-o                           | Envelope to fit<br>desk calendar |
| Printing              | Multi-color printing of 13 pages |                                  | Multi-color printing of 26 pages |                                  |

### **Note:**

The images with tag lines will be provided by the IRDAI to the printer to print the same in calendar and in case suitable pictures are not identified same will be purchased from outside. These pictures will be identified by the IRDAI's officials and copy rights to use these pictures will remain with IRDAI only and not with the printer. However, the charges to procure pictures will be borne by IRDAI and vendor will need to include the procurement cost in the final bill.

The printed material should be supplied within 21 days from the date of award of work contract.

## **Annexure: II**

### **Technical Bid**

#### **I. General Information:**

1. Name of the Press and address of Office:
2. Details of Bidder:
  - No. of persons working
  - Printing facility
  - Any other
3. Year of Establishment:
4. Legal status of the Press (Proprietor/Partnership/Private Ltd./Public Ltd). -
5. PAN details of the vendor
6. Are you serving IRDAI currently or served in the past

#### **Qualifying Criteria:**

Bids of only those firms would be considered who fulfill the following pre-qualification criteria.

1. The vendor should be Hyderabad based. The printer should be providing printing services to reputed institutions of Public / Private Sector banks / Public Sector Undertakings/ Multi National Companies (MNCs)/Large Private Sector Corporates.
2. The printing press be equipped with four colour offset printing machinery, automatic binding / paper cutting machines and computerized designing facilities etc.
3. The printer could either be a proprietorship firm / partnership firm or a company and should be registered with Registrar of Firms / Companies, as applicable.
4. The printer should be an I.T. Assessee and should have filed Income Tax Return for the last three financial years (Copy of IT returns may be furnished).
5. The printer should have recorded minimum turnover of **Rs. 5 lakhs** in any of last three financial years.
6. The printer should be capable of delivering the printed material at Hyderabad.
7. Names, address & telephone numbers of three clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details.

**TURN OVER:**

| Turnover details: |  |                        |
|-------------------|--|------------------------|
| Sl.               | Financial year                                   | Annual turnover in Rs. |
| 1                 | 2012-13  |                        |
| 2                 | 2013-14  |                        |
| 3                 | 2014-15  |                        |
|                   | Average annual turnover for the last three years |                        |

**Earnest Money Deposit (EMD)**

Unsuccessful bidder's EMD will be returned after award of letter of intent to successful bidder. Successful bidder's EMD will be kept as a security deposit and will be returned on completion of work.

The EMD may be forfeited:

- a) If a bidder withdraws its bid during the period of bid validity specified by the bidder in the bid form.

Or

- b) In case of a successful bidder, if the bidder fails to acknowledge the order in accordance with the terms and conditions. No interest shall be payable by IRDAI on EMD amount, in any case, and/or performance security deposit

EMD of Rs.1,000/- (Rupees One thousand only) in the form of DD in favour of **Insurance Regulatory and Development Authority of India (IRDAI)** drawn on a scheduled commercial bank payable at Hyderabad.

**Allocation of work:**

In case there is a tie, bidder with higher turnover will be considered for allocation of work. The decision of the Committee shall be final and binding and no correspondence shall be entertained in this regard.

The IRDAI reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the tenders (any or all) without assigning any reasons whatsoever.

**Date :**

**Signature of the Authorised Official/s**

**Place**

**Stamp of the Press**

**Annexure: III**

**Financial Bid:**

| <b>S. No.</b> | <b>Item</b>            | <b>Qty.</b> | <b>Rate per Unit</b> | <b>Amount in Rs.</b> |
|---------------|------------------------|-------------|----------------------|----------------------|
| 1             | Wall Calendar          | 1000        |                      |                      |
| 2             | Cover of Wall Calendar | 1000        |                      |                      |
| 3             | Desk Calendar          | 500         |                      |                      |
| 4             | Cover of Desk Calendar | 500         |                      |                      |
| Total         |                        |             |                      |                      |

- The prices should be firm and inclusive of all like taxes, delivery charges, etc.

**Date :**

**Signature of the Authorised Official/s**

**Place**

**Stamp of the Press**