

Tender for printing of Policyholders' Handbooks and other related work

IRDAI, Hyderabad invites sealed tenders from printers to carry out the printing work of Policyholders' handbook and other related work having approximate cost of Rs 13 lakhs.

Vendors who are interested to submit the tender, 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 B).
- 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 - A**
 2. Technical Bid - **Annexure - B**
 3. Financial Bid - **Annexure - C**
- All the pages of the bids should be duly signed by the authorized signatory/ies with stamp of the press.

Time Lines:

All printed material as specified in scope of work at Annexure A 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 A, B, and C along with supporting documents) and other specified documents, in tender box placed at the Office of IRDAI located at 3rd Floor Parishram Bhavanam, Basheerbagh Hyderabad-500004 on or before 19th 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: A

Scope of work for Printing:

I. Policyholder handbooks in Bengali Language

- In Multi colour – 130GSM Art Paper, Book Size:4.5 x 6 Inches and centre pinning

Sr. No.	Name of the Book	No of Pages	No of copies
1	Life Insurance	24	11,000
2	Property Insurance	24	11,000
3	Motor Insurance	20	11,000
4	Health Insurance	20	11,000
5	Travel Insurance	16	11,000
6	Insurance Intermediaries	16	11,000

II. Comic Book Series in Bengali Language.

- In Multi colour – 300 GSM Art Paper, Book Size: A 4 size and centre pinning

Sr. No.	Name of the Book	No of Pages	No of copies
1	Comic Book Series	16	11,000

III. Policyholder handbooks in English Language

- In Multicolour – 130 GSM Art Paper, Books Size: 4.5 x 6 Inches and centre pinning

Sr. No.	Name of the Book	No of Pages	No of copies
1	Life Insurance	24	11,000
2	Property Insurance	24	11,000
3	Motor Insurance	20	11,000
4	Health Insurance	20	11,000
5	Shop Keepers House Holders	20	11,000
6	Travel Insurance	16	11,000
7	Life Insurance Riders	16	11,000
8	Insurance Intermediaries	16	11,000
9	Grievance Redressal system	16	11,000
10	Insurance Surveyor and Loss Assessors	16	11,000

IV. Introduction to Insurance

- A 4 Size
- No of copies : 11,000
- Inside 44 pages – 170 GSM Art paper plus
- Cover page 300 GSM Art Card Multicolour Printing, lamination & Center Pinning

V. Employment Opportunities in Insurance Sector

- No of copies : 11,000
- Size: 1/8 crown
- Inside plus 36 pages – 170 GSM Art Paper
- Cover page 300 GSM Art Card Multicolour Printing, lamination & Centre Pinning

VI. Handbook on Insurance - Right Buying –

- Size: 1/8 crown
- No of copies : 11,000
- Inside plus 16 pages – 170 GSM Art Paper
- Cover page 300 GSM Art Card Multicolour Printing, lamination & Centre Pinning

Note:

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

Annexure: B

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. 11 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.1,500/- (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.

However, 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 Agency

Annexure: C

Financial Bid:

Sr. No.	Name of the Book	Pages per Book	Qty.	Rate per Book	Amount Rs.
1	Policyholder handbooks in Bengali Language				
a	Life Insurance	24	11000		
b	Property Insurance	24	11000		
c	Motor Insurance	20	11000		
d	Health Insurance	20	11000		
e	Travel Insurance	16	11000		
f	Insurance Intermediaries	16	11000		
2	Comic Book Series in Multicolor	16	11000		
3	Policyholder books in English Language				
a	Life Insurance	24	11000		
b	Property Insurance	24	11000		
c	Motor Insurance	20	11000		
d	Health Insurance	20	11000		
e	Shop Keepers House Holders	20	11000		
f	Travel Insurance	16	11000		
g	Insurance Intermediaries	16	11000		
h	Life Insurance Riders	16	11000		
i	Grievance Redressal system	16	11000		
j	Insurance Surveyor Loss & Assessares	16	11000		
4	Introduction to Insurance	44	11000		
5	Employment Opportunities in Insurance Sector	36	11000		
6	Handbook on Insurance - Right buying	16	11000		
	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 Agency

