



**Application for Printing of Bank's Annual Report 2020-21**



**IDBI BANK LIMITED**

Regd .Off. IDBI Tower, WTC Complex, Cuffe Parade, Mumbai- 400 005  
CIN No: L65190MH2004GOI148838

**Pre-qualification of printers for printing of Annual Report**

Applications are invited from printers having high quality printing facility available within Mumbai Metropolitan Area for printing of Bank's Annual Report and other related material. The detailed requirements are given in Bank's website [www.idbibank.in](http://www.idbibank.in). **Last date for submission of application is upto 03:00 pm on March 31, 2021.** Any further Addenda /Corrigenda /Extension of dates / Clarifications / Responses to bidders' queries in respect of the above application shall only be posted on Bank's website and no separate notification shall be issued in the press.

Date : 17.03.2021

Sd/-  
Deputy General Manager

**Application for Printing of Bank's Annual Report 2020-21**

**NOTICE INVITING PREQUALIFICATION APPLICATION**

- I. IDBI Bank Ltd. ("the Bank") invites applications for pre-qualification of vendors for printing of IDBI Bank's Annual REPORT 2020-21 from the printers having printing facility within Mumbai Metropolitan Area (as defined by Mumbai Metropolitan Region Development Authority – MMRDA).
- II. The last date for submission of application is **March 31, 2021 at 03:00 PM and opening of**
- III. The above application will be valid for 120 days from last date of submission of application.
- IV. The above application document can be downloaded from the website [www.idbibank.in](http://www.idbibank.in) in Notices & Tenders. Corrigendum, if any, would appear only on the above website. No separate press advertisement will be issued.
- V. The application document duly completed in all respects giving the aforesaid information is required to be addressed to the officer as indicated below and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as "**Application for pre-qualification of vendors for printing of IDBI Bank's Annual REPORT 2020-21.**" and dropped in the box kept for the purpose on or before at **03 :00 PM on March 31, 2021**. The sealed cover to be addressed to:  
**GM (IMD), IDBI BANK LTD.,  
14<sup>th</sup> floor, IDBI Tower, WTC Complex,  
Cuffe Parade, Mumbai -400005.**
- VI. The sealed cover should necessarily be dropped in the box on above location only which is kept for the above purpose. The Bank would not be responsible in case the application is handed over or submitted in person to any official/person in the office. Further, Bank would also not be responsible for delay in submission of application through courier / post.
- VII. Applications which does not fulfill all or any of the Bank's terms & conditions and/or incomplete in any respect are liable to be rejected. Any discrepancies, omission, ambiguities in the application format may be brought to the notice of Bank's officials during Pre-Bid meeting to get necessary clarifications in the matter. The Bank shall not be responsible if any discrepancies, omission, ambiguities in the application format or any doubts are brought to the notice of Bank after pre-bid meeting. For any clarification the applicants may contact at telephone Nos. : 022-66263989. Queries may be sent on the e-mail id [shalini.anshu@idbi.co.in](mailto:shalini.anshu@idbi.co.in) before 12.00 noon on **March 22, 2021**.

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- VIII. Pre-bid meeting will be on **March 22, 2021 at 4:00 pm** at **14<sup>th</sup> floor, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai – 400 005.**
- IX. The Bank reserved the right to reject any application without assigning any reason thereof and to restrict the list of applicants to any number as deemed suitable, if too many applications are received satisfying the basis pre-qualification criteria. Bank also has the right to reject all the applications and to go in for re-advertisement without assigning any reason thereof.
- X. Pre-qualification application shall be opened at **4:00 pm on March 31, 2021** in the presence of interested applicants or their authorized representatives. Applications shall be evaluated on the basis of documents/information furnished, eligibility criteria and inspection of office premises and infra- structure. The Bank will arrange to inspect the Office Premises and status of Bidder/Tenderer through a Committee of Officials of the Bank and/or through an Investigator appointed for the purpose to verify the existence of firm/establishment, its infra-structure and status of the firm/establishment of applicants in providing efficient services so as to take a decision about the qualification of applications. The decision of the GM (IMD) of IDBI Bank Ltd in this regard shall be final and binding on the Tenderers. In case of any variations / conditions / deviations stipulated by the applicant in their application, the same will not be accepted by the Bank.

Mumbai

Date: - March 17, 2021

S/d

General Manager (IMD)

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**Annexure – I**

**Mandatory pre-qualification criteria for Selection of Printers**

A list of Qualifying Requirements (QRs) and the supportive documents that need to be submitted by the applicant is given below. Any applicant not meeting the following QRs or not submitting any of the documents shall be summarily rejected. Only those applicants who satisfy all the Qualifying Requirements and submit requisite documents would be eligible for being called for prequalification as per the process.

<b>Sr. No</b>	<b>Qualifying Requirement (QR)</b>	<b>Documents to be enclosed</b>
1	The applicant should be a printer registered Company / Firm/LLP and be engaged in the business for at least 5 years as on March 31, 2020.	Duly attested copies of the relevant certificates should be furnished with the application.
2	The applicant should have a valid Factory License.	Copy of the certificate should be furnished with the application.
3	The applicant should be a profit making registered company / firm and have minimum total Turnover of Rs.50 lakhs during each of the past three financial years ended with i.e. as on 31.03.2018, 31.03.2019 and 31.03.2020.	Audited Balance Sheets and P&L A/Cs FY 2017-18, 2018-19 & 2019-20 should be furnished with the application.
4	The applicant should have a clean track record and shall not have any involvement in illegal activities or financial frauds. The printing company or its directors should not be a defaulter of any Bank/FI/NBFC.	Self Certification on the Letter head signed by the Authorized Signatory.
5	The applicant should not have been terminated in the past during the contract period due to unsatisfactory performance, nor refused to continue the services for IDBI Bank after the contract was awarded by the Bank.	Self Certification on the Letter head signed by the Authorized Signatory.

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Sr. No	Qualifying Requirement (QR)	Documents to be enclosed
6	The bidder/printer should not have been put in the negative list by any public sector Bank/Govt. organization for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement for the last three FYs ending with March 31, 2021.	Self Certification on the Letter head signed by the Authorized Signatory (Proforma-B).
7	The printer should not have been disqualified by any Public Sector Undertaking or Public Sector Bank during the last three years i.e. 2018-19, 2019-20, and 2020-21.	Self Certification on the Letter head signed by the Authorized Signatory (Proforma-B).
8	Major penalty viz. Rs.1 Lakh or more should not have been levied by any client on the printer during the last three FYs ending with March 2021.	A suitable certificate from the statutory Auditors of the printer shall be submitted along with the application (Proforma-C).
9	The bidder/printer must have printed not less than 1.00 lakh copies with more than 200 pages OR 1.50 lakh copies with more than 150 pages of Annual Report for at least two clients during two of the past three years. The printer should be profit making and must have total billing of Rs.50 lakhs during two of the past three financial years i.e. 2017-18, 2018-19 & 2019-20.	The printer should attach copies of work order / invoice copies, or any other suitable proofs.
10	The bidder/printer should have printing facility within Mumbai Metropolitan Area (as defined by Mumbai Metropolitan Region Development Authority – MMRDA).	The printer should provide documentary proof for having printing facility at the address.

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<b>Sr. No</b>	<b>Qualifying Requirement (QR)</b>	<b>Documents to be enclosed</b>
11	The bidder/printer should have integrated state of facilities i.e. photo typesetting in both Hindi and English, colour processing, web-offset printing, 4 colour printing, sheet- fed printing in four colours and binding (both center pinning and perfect binding). The printer should provide Unicode Hindi support to facilitate typesetting/printing of Hindi version. This should be noted that Bank will provide soft copy of the Hindi Material in Unicode only. The bidder must also have minimum one on-line gathering machine.	Self Certification on the Letter head signed by the Authorized Signatory (Proforma-D).
12	The printing firm which is awarded the job will have to set up its Desk Top Printing (DTP) facility with suitable skilled persons for Hindi and English photo typesetting at IDBI Tower, Mumbai from first proof stage onwards for carrying out corrections/changes in the subsequent proofs of the Annual Report till the strike order for printing is given. This is a mandatory requirement, irrespective of the location of the printer.	Self Certification on the Letter head signed by the Authorized Signatory.

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Sr. No	Qualifying Requirement (QR)	Documents to be enclosed
13	The printer should confirm in the application that they will quote total composite cost for printing and delivering the printed copies of Annual Report and AGM Notice, Proxy form, ECS Mandate Form & Envelops to IDBI Towers.	Self Certification on the Letter head signed by the Authorized Signatory.
14	The printer should furnish samples of paper to be used for Annual Report. The printer should also furnish specimens of their printed material (both single and four colour) on paper specified by the Bank for printing of the Annual Report.	Specimen to be furnished along with the application.
15	The printing company/firm/LLP or directors of the company / proprietors /partners of the firm shall not be defaulters of any bank.	The printers shall submit an undertaking on their letterhead stating that the printing company/firm/LLP or directors of the company / proprietors /partners of the firm have not defaulted of any bank loan repayment
16	The printer must have capacity to complete delivery of all copies within one week from strike order.	Self Certification on the Letter head signed by the Authorized Signatory.

**The Printer is also required to furnish the following:**

- 1) Notice for AGM (including proxy form & ECS mandate form), and envelopes (see annexure III to IV).
- 2) Sample of copies of latest Annual Reports printed by the printer.

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**Terms & Condition :-**

1. Printers shall please furnish the following apart from acceptable proof of satisfying the pre-qualification criteria (see Annexure I).
  - a) Company profile as per **Proforma - A.**
  - b) Sample of copies of latest Annual Reports printed by them.
  - a) Samples of papers as per the specification given in the relevant Annexures.
  - b) Application duly signed by the authorized person(s) of the printer - (Annexure- III);
  - c) All undertaking/declaration (Proforma A to E).
  
- N.B:** - It may be noted that applications not accompanied by any one of the above documents shall be liable for rejection forthwith.
  
2. The printers shall furnish copies of GST Registration and PAN.
3. In case, there is any increase/decrease in the number of pages of the Annual Report and Printing of Notice for AGM, the Bank reserves the right to increase/decrease the rate per Annual Report, Printing of Notice for AGM on pro-rata basis of rates quoted by the printer.
4. Any effort by the vendor to influence the application process may result in forthwith rejection of the vendor's Application.

Signature of the Authorized Person With date: \_\_\_\_\_

Name of the Signatory : ( \_\_\_\_\_ )

(In block capital letters)

Stamp :



**Application for Printing of Bank's Annual Report 2020-21**

<b><u>Annexure I1</u></b>		
<b>SPECIFICATIONS FOR PRINTING OF ANNUAL REPORT 2020-21</b>		
<b>(In bilingual format- both 'Accounts' &amp; other Sections)</b>		
No. of copies	<b>Regular Version:</b>	2500 ± 200 copies
Size of the Report	<b>Regular :</b> 21 cms x 27.33 cms	
No. of pages	<p><b><u>Regular Version</u> :</b> 396 inside pages (Single colour) + 4 cover page (Four colour)</p> <p><b>The number of pages is estimated based on the Annual Report 2019 - 20 and there could be variation in the number of pages. The Bank should get proportional cost benefit in case of increase or decrease in the number of pages or copies. Quotes for addition or reduction in pages to be multiple of 4 pages.</b></p>	
Quality of Paper	<p><b><u>For Regular Version</u></b> Cover pages – 170 GSM Indian Glossy Art Paper All other pages- 41 GSM Superior quality white Paper [equivalent in quality with that of ITC].</p> <p><b><u>Certification</u></b> The printer would be required to provide a certificate that all the copies have been printed using specified quality paper and that the overall production quality is as per our design specifications. The Vendor would be required to arrange for sample checking during printing to ensure that printing is as per requirements specified.</p>	
Composing	<b><u>Regular Version:</u></b> Phototypesetting in diglot form (Hindi and English in two adjacent columns) as per design.	
Printing	By web-offset process for Regular copies.	
Binding	<b><u>Regular Version :</u></b> Perfect Binding	
Lamination	N.A.	
Colour proofs	Machine proofs of cover pages including inside cover both back and front and other inside pages containing pictures/graphs, etc. to be submitted for approval. Minimum 6 copies.	
Time schedule	The selected printer will be required to submit the first proofs (of text pages) within 3 days from the date of release of soft copy of text and tables. Delivery of all printed copies must be made within eight days from the date of strike order. Delivery should start from fourth day of strike order and completed within eight days from the date of strike order. The printer's capacity for the same must be ensured.	



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Quotation	Since actual number of pages may vary, rates may be quoted per form. For addition or reduction of pages quotes may be given for multiple of 4 pages. For cover pages in four colours, rates may be quoted per lot, separately for shareholder's copies.
Delivery/Dispatch	The printer has to deliver the copies to IDBI Tower, World Trade Centre, Cuffe Parade, Mumbai-400 005. Cost for the same to be factored in while sending quotations.

Signature of the Authorized Person With date: \_\_\_\_\_

Name of the Signatory : (\_\_\_\_\_)

(In block capital letters)

Stamp :

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<b><u>Annexure III</u></b>	
<b>SPECIFICATIONS FOR PRINTING OF NOTICE FOR AGM (INCLUDING PROXY FORM &amp; ECS MANDATE FORM)</b>	
No. of copies	2500 ± 200 copies
Size	21 cms × 27.33 cms
Number of pages	Approximately 32
Quality of Paper	41 GSM Superior quality white paper [equivalent in quality of that of ITC].
Printing	All pages in single colour as per designing
Composing	Phototypesetting in diglot form (Hindi and English in two adjacent columns) as per design including proxy form & ECS mandate form
Binding	Centre wire stitching
Quotation	Per form of four pages
Time schedule	The selected printer will be required to submit the page proofs within 3 days from the date of release of soft copy of text / corrected proof. Delivery of printed copies to be ensured within eight days from the date of strike order to IDBI Bank, World Trade Centre, Cuffe Parade, Mumbai-400005.

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<b><u>Annexure IV</u></b>		
<b>SPECIFICATIONS FOR ENVELOPES</b>		
Number	<b>Regular version:</b> <b>PVC Envelopes:</b>	2500 ± 200 copies
Size	9 inches x 12.5 inches (flap 6 cms)	
Material	PVC 60 micron	
Printing	In Hindi and English. <b>PVC Envelopes</b> : Single colour	
Finishing	Self-strip Gumming	
Designing	To be designed by the Printer.	
Time schedule	The selected printer will be required to deliver the envelopes within eight days from the date of strike order to IDBI Bank, World Trade Centre, Cuffe Parade, Mumbai-400005.	

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**ANNEXURE V**

**INDICATIVE LIST FOR DISPATCH OF ANNUAL REPORT BY PRINTER**

<b>Sr. No.</b>	<b>Details of Location</b>	<b>Number of copies</b>
1	IDBI Bank, Regd. Office, Mumbai –Regular version as well as additional material including AGM Notice, Proxy Form, ECS Mandate Form, etc.	(Final quantity to be confirmed at later stage, Tentative-2500 copies)

<b>Sr. no.</b>	<b>Requirement of Annual Report hard copies with envelopes, AGM notice, ECS mandates &amp; Proxy Form</b>	<b>Quantity</b>
1.	Board Division	2000
2	CSPD- Top management, Zones, Verticals	500
3	<b>Total</b>	<b>2500</b>

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PROFORMA- A

**TECHNICAL QUALIFICATION**

Sr No		
1	Name of the Printer	
2	Constitution of the Printer	<input type="checkbox"/> Public Limited Company <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Proprietary Concern <input type="checkbox"/> Co-Operative Society
3	Directors/Partners/Proprietor	Name Address Tel/e-mail
4	Date of Establishment	
5	Full Address: 1.Office 2.Factory/Press	
6	Office: Telephone E-mail	
7	Contact Person/s Name Mobile No.	
8	Permanent Account No. (Enclosed a copy of the PAN Card)  GST ID : (Enclosed a copy of the GST Registration)  Factory License No. (Enclosed a copy of the duly attested copy of the License)	
9	Name & address of the Banker/s.	
10	Whether your company/Firm is empanelled with any Bank/RBI/Govt. Organization: If so, please give details, such as address of such Banks, Organization Contact persons with Telephone Numbers.	YES <input type="checkbox"/> NO <input type="checkbox"/>

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11	Whether all the infrastructure is available in-house	YES <input type="checkbox"/> NO <input type="checkbox"/>												
12	<p>Infrastructure:</p> <p>A. Premises</p> <p>B. List of Machines installed: [Minimum 2 nos. of the latest 4 colour sheet fed press printing machines with auto plate or heat set web machines, CTP unit, automatic folding, gathering and high-speed perfect binding machines]</p> <p>C. Whether all the machines are located in the same premises, details to be furnished.</p> <p>D. Whether facilities for CTP [Computer to plate] with latest colour printing machines and binding and varnishing is available, in-house.</p> <p>E. Total Number of Employees: i) Managerial Staff: ii) Technical Staff: iii) Designers/Computer Operators:</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>												
13	<p>Annual Turnover of last 2 financial years [Minimum turnover Rs.50 lakhs] [Enclosed copies of Annual Balance Sheet &amp; Profit &amp; Loss Account for the last three Financial Years]</p>	<table border="0"> <tr> <td>Years</td> <td>Turnover</td> <td>(Rs. Lakhs)</td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> </tr> <tr> <td>2018-19</td> <td></td> <td></td> </tr> <tr> <td>2019-20</td> <td></td> <td></td> </tr> </table>	Years	Turnover	(Rs. Lakhs)	2017-18			2018-19			2019-20		
Years	Turnover	(Rs. Lakhs)												
2017-18														
2018-19														
2019-20														
14	Current work if any being done for large organizations/Banks													

Certify that the above particulars are true.

Date:

Signature of the Authorized Signatory

Place:

Seal of Company/Firm

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**Application for Printing of Bank's Annual Report 2020-21**

**Signature with Stamp & Date of the Applicant**

PROFORMA- B

**(On letterhead of Statutory Auditors of the Company/Firm)**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s..... having registered office at..... has not been disqualified by RBI or any Public Sector Bank or blacklisted during the last three years for failure to adhere to prescribed standards for paper and print quality or on account of default in execution of printing orders or any of their rules in general.

Date:

Signature of the Authorized Signatory

Place:

[Name of the Chartered Accountant Firm]

Firm Registration No:



**Application for Printing of Bank's Annual Report 2020-21**

PROFORMA- D

**(On letter head of Statutory Auditor of the Company/Firm)**

**TO WHOMSOEVER IT MAY CONCERN**

We have verified the books of accounts & other relevant documents and records of M/s.....  
.....having registered office  
at..... and also obtained  
explanation/representation from the management of the company and based on such verification, we hereby  
certified that there was no major penalty, amounting to Rs.1 lakh or more has been levied by any client against  
the printer during the last three years.

Date:

Signature of the Authorized Signatory

Place:

[Name of the Chartered Accountant Firm]

Firm Registration No:



**Application for Printing of Bank's Annual Report 2020-21**

PROFORMA- D

**(On Company/Firm's letterhead)**

The General Manager,  
Administration/IMD Department,  
IDBI Bank Ltd., Head Office,  
IDBI Tower, WTC Complex,  
Cuffe Parade, Mumbai – 400 005

**Certificate of Printing Capability as per Pre-Qualification Criteria**

We hereby certify that we have integrated capability for undertaking the job like photo typesetting in both Hindi and English, colour processing, web-offset printing, 4 colour printing, sheet-fed printing in four colours and binding (both center pinning and perfect binding). We also provide Unicode Hindi support to facilitate typesetting/printing of Hindi version.

Date:

Signature of the Authorized Signatory

Place:

[Name of the Company/Firm]

Seal of Company/Firm



**Application for Printing of Bank's Annual Report 2020-21**

PROFORMA- E

**(On Company/Firm's letterhead)**

The General Manager,  
Administration/IMD Department,  
IDBI Bank Ltd., Head Office,  
IDBI Tower, WTC Complex,  
Cuffe Parade, Mumbai – 400 005

**Certificate of Acceptance of all Terms & Conditions**

Certified that I/We, have read and understood all the terms and conditions in the application document and that our Company/Firm namely..... do hereby unconditionally accept all the terms & conditions set out in the application document (Annexure II) including the penalty clauses therein.

Date:

Signature of the Authorized Signatory

Place:

Seal of Company/Firm

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