



संदर्भ क्र./Ref.No. HO:PLAN:JNC: 856

दिनांक/Date : 04.03.2010

### **TENDER NOTICE**

#### **Invitation for Bids/Quotations for Printing of the Bank's Annual Report for the year 2009-10.**

Bids in sealed cover are invited by the Bank from empanelled / approved list of printers for printing and supply of the Bank's Annual Report for the financial year 2009-10. The Annual Report will be in **diglot format** (Hindi & English). The Bid for printing should be in strict conformity and in line with the specifications given in the Annexures I, II & III to this communication and should be submitted for both versions Hindi & English of Bank's Annual Report 2009-10 viz. i) Investors' version and ii) Deluxe version with all the annexures duly completed in all respects. The sealed envelope should be superscribed '**Quotation for printing of Bank's Annual Report 2009-10**'. Any other cost saving measures, if any, may be mentioned in a separate letter.

2. The services required for printing are specified below:

- i) Layout of inside pages of the Report indicating the positioning of Photographs/ Charts / Graphs and Text.
- ii) Colour proof, Control and layout at printing stage to ensure that the printing is done in terms of layout and quality supervision, preparation of dummy, selection of typeface and other related matters.
- iii) Proof reading till final printing of the Annual Report 2009-10.
- iv) Where the Charts, Graphs and Photographs are supplied by the Bank, no extra charges will be payable.

3. The supply and delivery schedule of the copies of the Annual Report will be as follows:

- i) **Investors' version in Hindi and English (Diglot form)**: About 217000 (plus or minus 10%) copies are required to be printed. About 216000 copies are to be delivered to the authorized Mailers " **M/s Business Post Centre / Indian Post**" directly at the following address

**Business Post Centre  
Yogakshema Building,  
Ground Floor, West wing,  
Nariman Point,  
Mumbai : 400 021.**

within 20 days from the date of our work order/handing over of the printing material, whichever is later (exact date will be conveyed at the time of assignment of the job). Upon placement of work order, the CD/Floppy of the material will be provided and the proof should be delivered to the Bank within 5 days. The entire work order is to be executed and delivered within a period of 15 days after proof confirmation. Those printers who can abide by the above time schedule should only participate in the tender process.

The remaining copies (about 1000) are required to be delivered to the Bank at Share Department, (Head Office). Copies of the Investors' version **tentatively** are expected to be delivered by the printers around 2nd week of May, 2010.

- ii) **Deluxe version in Hindi and English (Diglot form with CD)**: About 7500 copies are required to be printed, and delivered at the Bank's Strategy & Planning Department, Head office, within 30 days from date of Work Order or handing over of the printing material to the Printers whichever is later.
- iii) About 1200 Copies of Balance Sheet and 2000 Envelopes of even size with Bank's address printed thereon in the 'from' space (bottom left hand side corner) are to be delivered to Strategy & Planning Department, Head office, within 30 days from the date of work order.

प्रधान कार्यालय : स्टार हाऊस, सी 5 "जी" ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई 400051

Head Office: Star House, C-5, 'G' Block, Bandra-Kurla Complex, Bandra(E), Mumbai – 400 051.

Phone / फोन: 66684868 / 4916. Fax / फैक्स: 6684521. E-mail / ई मेल: [HeadOffice.Planning@bankofindia.co.in](mailto:HeadOffice.Planning@bankofindia.co.in)

Note:

- i) In the event of increase or decrease in number of pages, payment shall be made on the basis of rate accepted per form of 4 pages.
- ii) No other charges like packing, handling, transportation will be payable.
- iii) **For any delay on the part of the printers beyond the scheduled date of delivery (as mentioned in the Work order), penalty of Rs. 25,000/- will be charged to the printers per day reckoned from due date of delivery.**

4. **Timely publication of Annual Report being a statutory requirement, strict adherence to the prescribed time schedule is of paramount importance and hence cannot be compromised, which please note for strict compliance.**

5. **The Bank reserves the right to allot the job of printing of both Investors' version and the Deluxe version either to single printer or to different printers, as it may deem fit. The Bank also reserves the right to accept or reject any or all bids, either in whole or in part, without assigning any reason thereof.**

6. Bank Guarantee of a Nationalised Bank or any other reputed Commercial Bank (other than Co-operative Banks) acceptable to the Bank should be submitted by the successful bidder for amount equivalent to the Bid / Work Order amount in favour of Bank of India.

7. Bids for printing should be submitted in a **sealed cover (open or stapled covers will not be accepted)** superscribed "**Quotation for Printing Annual Report 2009-10**" latest by **3.00 p.m. on or before Wednesday, the 31<sup>st</sup> March 2010**, to reach the following addressee at our office alongwith pay order of Rs.2000/- drawn on any Nationalised Bank in Mumbai towards Tender participation fees which is non refundable.

**Milind Vaidya,  
Assistant General Manager,  
Bank of India, Head Office,  
Strategy & Planning Department,  
Star House, C-5, 'G' Block,  
2<sup>nd</sup> Floor, West Wing,  
Bandra -Kurla Complex,  
Bandra (East), Mumbai 400 051.**

Copy of the Bank's Annual Report for 2008-09 (Deluxe & Investors' version and Envelope) can be collected from the above address as a specimen for ready reference on the layout/format of Annual Report 2009-10 of the Bank. The Bank reserves the right to change/alter the layout/format at its sole discretion.

8. Quotations will be opened by the Bank's Tender Committee in Strategy & Planning Department, Head Office at **3.00 p.m. on Monday, the 7<sup>th</sup> April 2010** at the above address. You are requested to depute your authorised Representative to be present at the time of opening of Tenders. Please note that in the absence of your authorised Representative on the assigned date & time for opening of tenders, the same will be opened in the presence of remaining bidders / their authorised Representatives and in their absence, by the Tender Committee itself. Please also note other terms and conditions stipulated in Annexure I to this tender/quotation.

S. KOTHANDARAMAN  
GENERAL MANAGER

Encl: as above

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Head Office: Star House, C-5, 'G' Block, Bandra-Kurla Complex, Bandra(E), Mumbai – 400 051.

Phone / फोन: 66684868 / 4916. Fax / फैक्स: 6684521.E-mail / ई मेल: [HeadOffice.Planning@bankofindia.co.in](mailto:HeadOffice.Planning@bankofindia.co.in)

**BANK OF INDIA  
STRATEGY & PLANNING DEPARTMENT  
HEAD OFFICE**

**TENDER No. HO/PLAN/JNC/ 856**

**Dated: 04.03.2010**

**OTHER TERMS & CONDITIONS**

- 1) Tender with counter condition will not be entertained.
- 2) **Tenders submitted by Printer(s), who have running orders with them but have failed to supply material on due dates without valid reasons are not eligible to participate in this Tender process and their Tenders are liable for rejection.**
- 3) Tender should be valid for at least **60** days from the due date specified. Quotation should be all inclusive i.e. for printing, labour charges, insurance, packing/forwarding, delivery and quotation should be signed by authorized signatory/agent with stamp/seal of the Firm/Company.
- 4) It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained.
- 5) No advance payment will be made by the Bank for printing of the Annual Reports except against a Bank Guarantee of a Nationalised Bank or any other reputed Commercial Bank (other than Co-operative Bank), acceptable to us.
- 6) The rates should be quoted for the item/items as per the specifications mentioned in our enquiry/as per the specimen.
- 7) If after the copies of the Annual Report are delivered, it is discovered that the paper supplied/ used, or the printing is not exactly according to our specification/quality stipulated, such supply will be rejected at the supplier's cost.
- 8) Printed copies of the Annual Report must be properly labelled and packed according to our requirement and delivery to be effected as per our instructions.
- 9) The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for proper execution of the order.
- 10) Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the Bank and in case despite warning, they continue to be late in deliveries, they may be disqualified for further inquiries/entrustment of work.
- 11) **Penalty** for delayed supplies will be Rs.25000/- per day reckoned from due date of delivery as specified in main tender form.
- 12) The Bank reserves the right to allot the job of printing of the Investors' version and the Deluxe version both to a single printer or to different printers, as it may deem fit. The Bank also reserves the right to accept or reject any or all bids, either in whole or in part, without assigning any reason thereof.

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**BANK OF INDIA  
STRATEGY & PLANNING DEPARTMENT  
HEAD OFFICE**

**Job: Bank's Annual Report 2009-10 Hindi & English combined (Diglot Format)**

**INVESTORS' VERSION**

Size: 10.75" x 17" - open and 10.75" x 8.5" - closed					
"Investors' Version"					
Quantity: 2,17,000.					
No. of Pages: about 160 of inner text *					
Centre stitched and cut to size					
Quality of Paper	41 gsm ITC's superfine printing paper		60 gsm LWC paper		Cover pages for Investors' Version
					Quantity: 2,17,000
	Size 10.75" x 8.5"		Size 10.75" x 8.5"		No. of Pages : 4 in Four colour
	1 Color	2 Color	1 Color	2 Color	Lamination of outer side of the cover
					100 GSM Art paper (Per copy)
1A	Rate per copy (Incl. Cost of paper)				
1B	Taxes per copy				
1C	Total Cost inclusive of all				
2	Rate per copy (inclusive of taxes but excl.cost of paper)				
2A	Total Cost for 2,17,000 copies (Incl. Cost of paper & taxes)				
2B	Total Cost for 2,17,000 copies (Excl. Cost of paper & taxes)				
3A	Rate per Form of 4 Pages (Incl. Cost of paper & taxes)				
	Total Cost inclusive of all				
4	Any other charges (Please specify)				

\* In the event of increase/decrease in number of pages, payment shall be made for additional/reduced pages on the basis of rate accepted for per form of 4 pages.

**BANK OF INDIA  
STRATEGY & PLANNING DEPARTMENT  
HEAD OFFICE**

Annexure III

**Job: Bank's Annual Report 2009-10 Hindi & English combined (Diglot Format)**

**DELUXE VERSION**

		Size: 10.75" x 17" - open and 10.75" x 8.5" - closed								
		Deluxe Version Quantity: 7500 No. of Pages :about 216 approx.of inner text Perfect bound and cut to size*				Cover pages for Deluxe Version Quantity: 7500 No. of Pages : 6 in Four colour Lamination of outer side of the cover			1200 copies of Balance Sheet containing 30 pages on 64GSM Hibrite Paper (Specimen No.III attached) (Specimen No.III attached)	Envelope Quantity: 2000 Size: 11.25" x 8.75" (As per specimen No.IV attached)
Quality of Paper		100GSM Indian Art		130 GSM Indian Art		210GSM Indian Art Card	250 GSM Indian Art Card	300GSM Indian Art Card		
		2 Colour	4 Colour	2 Colour	4 Colour	(per copy)			(Hibrite Paper)	(Per Envelope)
1A	Rate per copy (Incl. Cost of paper)									
1B	Taxes per copy									
1C	Total Cost inclusive of all									
2	Rate per copy (inclusive of taxes but excl.cost of paper)									
2A	Total Cost for 7500 copies (Incl. Cost of paper & taxes)									
2B	Total Cost for 7500 copies (Excl. Cost of paper & taxes)									
3A	Rate per Form of 4 Pages (Incl. Cost of paper & taxes)									
	Total Cost inclusive of all									
4	Any other charges									

\* In the event of increase/decrease in number of pages, payment shall be made for additional/reduced pages on the basis of rate accepted for per form of 4 pages.

7500 Deluxe Annual Reports in Diglot Format on COMPACT DISKS (CDs)

Rs. Cost of 7500 written CDs (Rate per CD Rs. x 7500)

Rs. Cost of 7500 CD covers (to be pasted in the Deluxe Copy of Annual Report 2009-10 (Rate per cover Rs. X 7500)

Rs. Total cost of providing 7500 CDs.

