



# INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY

*(Established by Reserve Bank of India)*

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Tender Number: IDRBT/PUB/SRD/22/1196/2017-2018

Dated: June 19, 2017

## **EXPRESSION OF INTEREST** **FOR EMPANELMENT OF AGENCIES FOR DESIGNING AND PRINTING SERVICES**

The Institute for Development and Research in Banking Technology (IDRBT), intends to empanel reputed Designing and Printing Agencies for designing, printing and publishing of the Institute's publications.

### **I. Scope of Work**

- 1) Designing and Printing of :
  - IDRBT Journal of Banking Technology
  - IDRBT Staff Paper Series
  - Best Practices and White Papers
  - Banking Technology Reviews and Reports
  - Fast Forward – Institute's Newsletter
  - Annual Programme Calendar
  - Institute's Annual Report
  - Programme and other Brochures
  - Booklets, Flyers, Folders, etc.
- 2) Any other publication, designing, printing and related work as required by IDRBT.

### **II. Empanelment Criteria**

Agencies that fulfill the following criteria are invited to send in their Expression of Interest (EoI):

- 1) **Should have facilities/arrangements for:**
  - a. Content Editing
  - b. Graphic Designing

- c. Printing – Screen Printing, Offset Printing, Digital Printing
- d. Web Designing and Multimedia Development.

**2) Should have:**

- i. Been established in Greater Hyderabad for the last five years and have an office with adequate publishing infrastructure in Hyderabad
- ii. An independent creative team of at least six professionals well-versed in graphic/web designing, content editing, proof reading, academic publishing, printing technology, etc.
- iii. Executed a minimum of six designing and printing works, each costing not less than Rupees One lakh, during the last three years for at least three reputed clients (preferably government/public sector undertakings, nationalized banks, academic institutions, autonomous bodies, etc.)
- iv. Been empaneled with at least two reputed clients (preferably government/public sector undertakings, nationalized banks, academic institutions, autonomous bodies, etc.) for carrying out designing and printing works
- v. An annual turnover of Rupees 12 lakh in the last three financial years
- vi. Have filed Income Tax Returns for the last three years.

**3) Should never have been blacklisted/debarred by any Central/State Government/Public Sector Undertakings/Banks, etc.**

III. Agencies fulfilling the above criteria are invited to submit their Organisation's Profile, Registration Certificate, copies of at least two Letters of Empanelment/Work Orders/Contracts from two public sector and private sector clients respectively, Audited Balance Sheet/Income Tax Return of the last three years, PAN No., TIN / GST No., Bank A/c details., along with at least three samples of their best designing and printing work for reputed clients carried out in the last two years

IV. Interested Agencies are requested to submit the details in the prescribed format (**available on page 4 & 5 of this EoI**) in sealed covers, superscribed "**Expression of Interest for Empanelment of Agencies for Designing & Printing Services**", addressed to the: "**The Publication Department, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 500057,**" on or before **July 17, 2017**. The covers may be sent by post or alternatively dropped in the tender box available at the Security enclosure at the IDRBT

- V. Agencies must ensure that the Eols with all enclosures are submitted within the stipulated time. Incomplete Eols and those not submitted in the prescribed format will be rejected. The Institute will not be liable for any kind of postal delay and takes no responsibility for delay, loss or non-receipt of Eols sent by post
- VI. The Institute reserves the right to accept/reject any Eol. The decision of the Institute in this regard is final and no correspondence will be entertained
- VII. The Institute would empanel up to seven agencies based on the above criteria for the purpose of inviting commercial bids for award of designing and printing contracts
- VIII. In case of any further clarifications, please contact Ms. Varsha Shrivastava, Administrative Executive, at 040-23294164 or at [ysrivastav@idrbt.ac.in](mailto:ysrivastav@idrbt.ac.in).



**FORMAT FOR SUBMITTING EOI FOR  
EMPANELMENT OF AGENCIES FOR DESIGNING AND PRINTING SERVICES**

<b>S. No.</b>	<b>Description</b>	<b>These may be provided as separate Annexures and the Annexure Number may be mentioned hereunder</b>
1.	Name and Address of the Agency	
2.	Year of Establishment, Agency Profile & Registration Certificate	
3.	Name of the Owner	
4.	Address of the Agency (Registered Office Address)	
5.	Address for Communication (including Mobile No./Landline No./Fax No., E-mail ID, etc.)	
6.	Telephone/Mobile No./E-mail ID. of the Contact Person	
7.	Website of the Agency	
8.	Service Tax Registration No., PAN No., TIN No./GST No. details	
9.	Bank A/c No. with details	
10.	Audited Balance Sheet/Income Tax Return of the last three years	
11.	Details of at least two reputed clients where the agency is empaneled with contact details	
12.	Copies of two Letters of Empanelment/ Work Orders/ Contracts from two public sector and private sector clients respectively	
13.	Three samples of best designing and printing work carried out for reputed clients done in the last two years	

<b>S. No.</b>	<b>Description</b>	<b>These may be provided as separate Annexures and the Annexure Number may be mentioned hereunder</b>
14.	Infrastructure Details: <ul style="list-style-type: none"> <li>• Printing Facilities</li> <li>• Staff strength with name, designation, experience, etc.</li> </ul>	
15.	Any other details	

I/We, certify having carefully gone through the terms and conditions mentioned in the EoI have never been blacklisted/debarred by any entity and undertake to comply with them.

**Place:** **Signature and Designation of Authorized Signatory**

**Date:** **Name and Stamp of the Agency**