

**Expression of Interest (EOI) for
Empanelment of Printers for Printing Works**



EOI Ref No: IFCI/CPD/EOI/2018-19/11

To be submitted before

15.00 Hrs on 31/10/2018

Mode of Application: Physical

Addressed to

Dy.General Manager (Centralized Procurements)

**IFCI Limited
IFCI Tower, 61 Nehru Place,
New Delhi – 110019**

The Information provided by the Applicants in response to this Expression of Interest (EOI) will be the property of IFCI and will not be returned. IFCI reserves the right to amend, cancel, rescind or reissue this EOI and all amendments will be advised to the Applicants and such amendments will be binding upon them.

IFCI reserves its right to accept or reject any of or all responses to this EOI without assigning any reason whatsoever.

Introduction

The Industrial Finance Corporation of India (IFCI) was established on July 1, 1948, as the first Development Financial Institution in the country to cater to the long-term finance needs of the industrial sector. IFCI is a Government Company in accordance with Section 2(45) of Companies Act, 2013. The primary business of IFCI is to provide financial assistance to the manufacturing, services and infrastructure sectors. IFCI offers a wide range of products to the target customer segments to satisfy their specific financial needs.

IFCI is interested to empanel printers for undertaking a wide range of printing works. The services of the printers would be undertaken for various publications viz visiting cards, letter heads, File Covers, Envelopes, book binding work, stamp making, printing of registers/note books, forms, Promotional Material i.e. leaflets, posters brochures, banners, booklets, Diaries, Calendar. Further the services of empanelled printers may also be availed for printing works related to EGM Notices, Printing of Inland Letters / Dividend Warrants/ Annual Report of IFCI etc.

The purposes of this EoI is to short list and empanel the printers based on specific parameters. It is planned to create panel of High Quality Offset Printers who can execute the printing jobs on tight schedules as and when required.

Guidelines for Submission of Application

Interested vendors who are able to comply the requirements may submit the application duly filled in and supplemented with all relevant documents to us for further processing as per laid down procedures. Applications not complete in any respect are liable to be rejected summarily.

Application forms can be downloaded from IFCI website www.ifcilttd.com. Eligible vendors may submit their applications by Courier/Speed Post/By Hand addressed to Deputy General Manager, Centralized Procurement Department, 13th Floor, IFCI Limited, IFCI Tower, 61 Nehru Place, New Delhi – 110019 on or before **1500 hrs of October 31, 2018**. Applicants may also send a confirmation e-mail to hod.procurement@ifcilttd.com 5 days after dispatch of application.

The Application should be submitted in a sealed cover containing the following documents.

The envelope shall clearly mention the Date, Applicant's Name and Address and shall be superscribed "Application for Empanelment of Printers – for IFCI", which may be put in the Drop- Box kept at the ground floor of IFCI Tower, 61 Nehru Place, New Delhi, if the application is to be submitted by hand.

Any addendum/ Corrigendum to the EOI would be published only on the IFCI Website.

- Prospective Applicants must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject EoI by IFCI, on our Website
- Applicants should ensure that copy of all relevant documents are enclosed with the EoI document. Applicants are required to preserve the originals of documents ready for verification by the IFCI at any point of time.
- Applicants should submit documents as per Document Submission Index and do page numbering and indexing of papers.

Empanelment period

The empanelment will be for a period of one year extendable on yearly basis for a maximum period of three years, on the basis of satisfactory services.

The Panel of Printers empanelled through this EoI shall be eligible for award of work, as per the EoI enquiry as and when raised by IFCI.

IFCI reserves its right to annul the empanelment at any time without assigning any reason and call for a fresh empanelment.

IFCI will periodically review the performance of the empanelled Printing Agencies and will take action as deemed fit in case of underperformance.

To ensure that there is adequate response to the Application called by IFCI, from time to time, IFCI reserves the right to de-empanel the Printers who abstain from submitting their Applications regularly.

Empanelment Procedure

The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.

Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserves the right to relax the evaluation criteria.

The Evaluation committee constituted for the purpose, may waive any informality or non-conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants,

IFCI's decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.

IFCI may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of IFCI.

In order to allow prospective Applicants reasonable time in which to take the amendment, if any, into account in preparing their response, IFCI, at its discretion, may extend the deadline for the submission of response

IFCI also reserves the right to reject any application if:

- a It is not in the given format
- b At any time, a material misrepresentation is made or uncovered, or
- c The agency/ firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.

In case any of the documents furnished by the vendor is found fake at any point of time, during the scrutiny or during the entire tenure of empanelment, punitive action including suspension and banning of business can be taken against the defaulter vendor.

Notification of Empanelment

IFCI shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.

The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of the empanelment.

During empanelment period, IFCI reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the IFCI reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. IFCI's decision will be final in this regard.

Awarding of Works/EoI to Empanelled Printers

IFCI shall invite the agencies empanelled by floating a limited RFP, as per the organizational requirements, as and when required, as per given date and time schedule.

IFCI shall carry out detailed evaluation of such received proposal on technical, commercial and financial aspect to arrive at best selected printer for that work.

IFCI shall select and enter into specific contract with identified printer on basis of scope, deliverables, terms and conditions. The selected Printer shall be responsible and bound by that contract for successful execution of the work. The printer would be required to develop a specimen/artwork of the required printing material before going for final printing.

The Printer shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (GST, Income tax, sales tax, service tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. relating to persons deployed for providing services to IFCI.

IFCI reserves right to approach vendors outside the panel of empanelled vendors in absence of proper response from empanelled partners.

Confidentiality

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information.

Disclaimer

The information contained in this EOI document or information provided subsequently to Applicant(s) or applicants whether verbally or in documentary form by or on behalf of IFCI, is provided to the Applicant on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

This EoI is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of Applications. The purpose of this EoI is to provide the Applicant with information to assist the formulation of their proposals. This EoI does not claim to contain all the information each Applicant may require. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary obtain independent advice. IFCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EoI. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EoI.

Annexure - 1

Application for Empanelment of Printer

(To be typed & submitted in the Letter Head of the Company/Firm of Applicant)

Offer Reference No.....

Dated:

To,

IFCI Limited
IFCI Tower
61 Nehru Place
New Delhi -110 019

Dear Sir,

Sub: Submission of Application against **EOI No: IFCI/CPD/EOI/2018-19/11**

We wish to introduce ourselves as printer and request you to consider our application for empanelment as a printer for printing IFCI's various printing work detailed in the EOI issued by IFCI Limited, in accordance with the terms and conditions thereof.

I/We have carefully perused the terms and conditions specified in EOI and also following listed documents connected with the EOI documents and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the EOI by IFCI.
2. Notice Inviting Application
3. Documents referred to in EOI document

Should our application be accepted by IFCI for empanelment, I/we further agree to work as provided for in the EOI within the stipulated time as may be indicated by IFCI.

Further, IFCI reserves the right to accept or reject any or all responses to this without assigning any reason for the same.

Authorized Representative of Applicant

Signature:

Name:

Address:

Place:

Date:

Details – Empanelment of PRINTERS - General Information

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|-------|--|---|
| 1. | General Information | |
| (i) | Name of Printing Press / Company (In case the firm falls under MSME Act, the certificate for the same is to be disclosed along with the application) | |
| (ii) | Complete address of Administrative/corporate office (including e-mail, telephone & fax numbers) | |
| (iii) | Must have owned/tied-up in-house state of the art facilities for colour printing in off set, system work and all auxiliary facilities in Delhi / NCR /Mumbai (Address of Printing Press /works. (Please specify the different locations of your press / works with complete Address if applicable.) | |
| (iv) | Name of the Directors / MD / CEO/Proprietor/Partners | |
| (v) | Type of organization: Public Limited / Private limited / Partnership / Proprietary firm. Pl attach Certificate of incorporation of business | |
| (vi) | Number of years in printing business | |
| 2. | Financial details: | |
| (i) | (Whether Applicant is having Positive Net worth in FY ended 31/03/2017: Yes /No) | <i>(Attach CA /auditors Certificate)</i> |
| (ii) | Sales Tax Registration/GST & Income tax clearance certificate (ITCC) | |
| (iii) | Sales Tax registration & Income Tax no. (PAN) | |
| (iv) | GST registration no. | |
| (v) | Turnover of Last 3 years(2015-16, 2016-17 & 2017-18) | To be certified by C.A. /Auditors/Company Secretary |
| (vi) | Profit & Lost of last 3 years (2015-16, 2016-17 & 2017-18) | To be certified by C.A. /Auditors/Company Secretary |

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|--|--|-------------------------------------|------------------|
| 3. | Credentials: | | |
| (i) | Whether you are be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities. | Pl attach the relevant certificates | |
| (ii) | Whether you are in the panel of any Central/State Govt./Nationalized Bank / PSU / if yes, pl submit details. | | |
| <p>List of important clients you served during the last three years. Pl attach (following documents)</p> <ul style="list-style-type: none"> • 2 - Single Largest Work Order value of Rs.20.00 lakh & above ,IF ANY • Two single orders preferably with an order value in the range of Rs. 10.00 Lakh and above, ,IF ANY | | | |
| Financial Year | Name & Address of the Client | Order Value & Nature of Work | Copy of evidence |
| | | | |
| <p>Three variety of Samples of Publicity Material printed in the last 3 (three) years – May please be Enclosed with the APPLICATION LETTER</p> | | | |

Yours faithfully,

Authorized signatory

Name

Place:

Date:

Annexure -2
EOI Acceptance Letter
(To be typed & submitted in the Letter Head of the Company/Firm of Applicant)

To

IFCI Limited, IFCI Tower, 61 Nehru Place,
NEW Delhi -110 019

Dear Sir/Madam,

Sub: Acceptance of Terms & Conditions of EOI.

EOI Reference No: IFCI/CPD/EOI/2018-19/11

Dear Sir,

1. I / We have downloaded / obtained the EOI for the above mentioned 'EOI/Work' from the web site(s) namely: www.ifcilttd.com as per advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the EOI documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the EoI conditions of above mentioned EoI document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby declare that our Company/Organization has not been blacklisted /debarred /banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three years.
6. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies or has any criminal case against him /her during a period of last three years.
7. I/We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the Application or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.
8. I/We hereby certify that all the information and data furnished by me with regard to the above EoI Specification are true and complete to the best of my knowledge. I have gone through the

specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

9. I further certify that I am authorized to represent on behalf of my company/firm for the above-mentioned EoI and a valid Power of Attorney/Authorization letter to this effect is also enclosed.
10. We hereby confirm that we have not changed/modified/materially altered any of the EoI as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our EoI shall be deemed to be withdrawn.
11. We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the EoI conditions together with other references applicable for the above referred EoI Specification.
12. We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to EoI Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.
13. I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.
14. I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the IFCI and the IFCI reserves the right to reject all and / or any application without assigning any reason whatsoever.
15. We confirm to have submitted offer in accordance with EoI instructions and as per aforesaid reference.
16. We undertake to inform you about any insolvency proceedings, if any initiated against us by any financial/operational creditors within seven days from the receipt of such notice.

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal

Document Submission Index

| S.no | Document Submission Index | Ref. Page No. | Remarks |
|------|---|---------------|---------|
| 1 | Forwarding Letter (Annexure 1) | | |
| 2 | EOI Acceptance Letter Annexure 2 | | |
| 3 | Type of organization: Public Limited / Private limited / Partnership / Proprietary firm. <i>Pl attach Certificate of incorporation of business.</i> | | |
| 4 | Name of Printing Press / Company. <i>In case the firm falls under MSME Act, the certificate for the same is to be disclosed along with the application</i> | | |
| 5 | Must have owned/tied-up in-house state of the art facilities for colour printing in off set, system work and all auxiliary facilities in Delhi / NCR /Mumbai. <i>Address of Printing Press /works. (Please specify the different locations of your press / works with complete Address if applicable.)</i> | | |
| 6 | (Whether Applicant is having Positive Net worth in FY ended 31/03/2017: Yes /No) <i>(Attach CA /auditors Certificate)</i> | | |
| 7 | Sales Tax Registration/GST & Income tax clearance certificate (ITCC) | | |
| 8 | Sales Tax registration & Income Tax no. (PAN) | | |
| 9 | GST registration no. | | |
| 10 | Turnover of Last 3 years(2015-16, 2016-17 & 2017-18) | | |
| 11 | Profit & Lost of last 3 years (2015-16, 2016-17 & 2017-18) | | |
| 12 | Whether you are in the panel of any Central/State Govt./Nationalized Bank / PSU / if yes, pl submit details. | | |
| 13 | List of important clients you served during the last three years. Pl attach (following documents) | | |

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|----|---|--|--|
| | <ul style="list-style-type: none"> • 2 - Single Largest Work Order, costing Rs.20.00 lakh & above ,IF ANY • Two single orders preferably with an order value in the range of Rs. 10.00 Lakh and above, IF ANY | | |
| 14 | Three variety of Samples of Publicity Material printed in the last 3 (three) years – May please be enclosed with the APPLICATION LETTER | | |

Note: Papers submitted without indexing and page numbering are liable to be rejected.