



PRINTING OF ANNUAL REPORT OF IFCI LTD FOR THE FINANCIAL YEAR 2017-18

ANNEXURES

RFP No: IFCI/CPD-E-Tender/2018-19/05

आईएफसीआई लिमिटेड, आईएफसीआई टावर, 61 नेहरु प्लेस, नई दिल्ली - 110 019
IFCI Ltd. IFCI Tower, 61 Nehru Place, New Delhi-110019

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Annexure 1

Bidder's Information

S. No.	Particulars/Details	Documents Attached
1.	Name of the Bidders/Firm	
2.	Registered Office (mention Address)	
3.	Address of Office at Delhi NCR & Mumbai (Please submit self-certificate on firm's letter head). Also give the address of sub-office at Delhi NCR	
4.	Whether in-house printing facilities including designing and printing are available (Please <i>Attach details of the available infra as mentioned duly certified by a certified engineer /approved valuer/CA firm</i>)	
5.	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
	Website	
6.	Authorized Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
7.	Alternate Authorized Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
8.	PAN (Please submit self-certified photocopy)	
9.	TIN No. (Please submit self-certified photocopy)	
10.	VAT No. (Please submit self-certified photocopy)	
11.	FSC Certificate(Please submit self-certified photocopy)	
12.	Specimen copy of paper for ordinary annual report and deluxe annual report (To be deposited physically along with EMD).	
13.	Company Registration No.	
14.	Service Tax Registration No.	
15.	Income Tax Return for last 3 years.	

16.	Beneficiary Bank Details				
	Bank Account No				
	IFSC/NEFT Code				
	Name of Bank				
	Address of Branch				
17.	Particular of Earnest Money Deposit (EMD)				
	Amount				Rs.
	(DD/PO) No.				
	Date				
	Name of the Bank				
	Address of Bank				
18	The bidder should have Printing Press/ Establishment & office in Delhi NCR & Mumbai.				
19	Whether, MSME, if yes, attached valid copy of certificate.				
20	Whether you accept all the terms and conditions of the tender; Yes/No				
21.1	The bidder should have Average Annual Turnover of at least Rs.25 crore in last 3 consecutive year ending March 31, 2017 and Positive Net-worth. (attached CA Certificate/Auditors certificate)				FY 2016-17 FY 2015-16 FY 2014-15
21.2	Whether bidder is having Positive Net worth as on 31/03/2017. : Yes /No (Attach CA /auditors Certificate)				
22	Details of Printing jobs worth 50 lakh & above as single order:				
	Financial Year	Name & Address of the Client	Work Order No. & Date	Value of the work	Enclosure
	2017-18				
	2016-17				
	2015-16				
23	Details of printing at least 3 lakh annual report in single in last 5 financial years				
	Sl. No.	Name of Company	No. of amount report printed in lakh	Year	Document attached

Annexure 2

Tender Acceptance Letter

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

To

Dy.General Manager (Centralized Procurements)
IFCI Limited, IFCI Tower, 61 Nehru Place,
NEW Delhi -110 019

Dear Sir/Madam,

Sub: **Acceptance of Terms & Conditions of Tender.**

Tender Reference No: _____

Name of Tender / Work: - Printing of Annual Report of IFCI Ltd for FY 2017-18

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://ifci.etenders.in> and /or 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 tender 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 tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. Further, we hereby declare that none of our partners/directors of our organization/firm is blacklisted or is not having any criminal case against him.
- 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 bid 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.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

Annexure 3

Offer Forwarding Letter /Tender Submission Letter

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

Offer Reference No.....

Dated:.....

To,

Dy.General Manager (Centralized Procurements)

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

Dear Sir,

Sub: Submission of Offer against Tender Specification No:.....

I/We hereby offer to carry out the work detailed in the Tender Specification issued by IFCI Limited,, in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by IFCI.
- ii) Notice Inviting Tender (NIT)/ (Technical Bid)
- iii) Financial Bid
- iv) Documents referred to in tender document
- v) Forms and Procedures

Should our Offer be accepted by IFCI for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by IFCI.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexures annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

Authorized Representative of Bidder

Signature:

Name:

Address:

Place:

Date:

Annexure 4

Declaration By Authorised Signatory of Bidder

(To be typed & submitted in the letter Head of the Company/firm of Bidder)

To,

Dy.General Manager (Centralized Procurements)

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

Dear Sir,

Sub: **Declaration by Authorized Signatory**

Ref: i) NIT/Title of the work. Name of Tender No.....
ii) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender 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.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

Annexure 5

No Deviation certificate

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

To,

Dy.General Manager (Centralized Procurements)

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

Dear Sir,

Sub: **Declaration by Authorized Signatory**

Ref: i) NIT/Tender No.....,
ii) All other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the tender documents 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 tender shall deemed to be withdrawn.

We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.

We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Annexure 6

Financial Bid Format Annual Report Printing for FY 2017-18

S l . N o .	Description	English Quantity	Hindi Quant ity	Unit price for English (In Rs.)	Unit price for Hindi (In Rs.)	Total Price for Englis h (In Rs.)	Total Price for Hindi (In Rs.)	Total for (Englis h + Hindi (In Rs.)	Taxes & Duties* (Please Specify) (In Rs.)	Total Price (Inclusive of Taxes and Duties)* (In Rs.)
1	2	3	4	5	6	7 (3x5)	8 (4x6)	9 (7+8)	10	11 (9+10)
A. ORDINARY ANNUAL REPORT (SHAREHOLDERS' VERSION)										
1	Charges (excluding cost of paper) for designing, printing, production, finishing, binding, Labelling of address with bar codes, proof reading any other associated work etc. as per specifications at page 8	3,30,000	300							
2	Cost of 60 gsm maplitho paper for 140+ 4 pages as per specifications at Page 8	3,30,000	300							
3	Cost of 60 gsm maplitho paper for 140 pages as per specifications at Page 8	1700	300							
4	Cost or 100 gsm art paper for cover (4 pages) as per specifications at page 8	1700	300							
5	TOTAL A									

B. DELUXE ANNUAL REPORT

Sl. No.	Description	English Quantity	Hindi Quantity	Unit price for English (In Rs.)	Unit price for Hindi (In Rs.)	Total Price for English (In Rs.)	Total Price for Hindi (In Rs.)	Total for (English + Hindi) (In Rs.)	Taxes & Duties* (Please Specify) (In Rs.)	Total Price (Inclusive of Taxes and Duties)* (In Rs.)
1	2	3	4	5	6	7 (3x5)	8 (4x6)	9 (7+8)	10	11 (9+10)
7	Cost of 100 gsm imported art matte paper for inside 140 pages as per specifications at page 8	650	350							
8	Cost of 350 gsm imported art card for the cover pages (4) as per specifications at page 8	650	350							
9	TOTAL B									

C. TRANSLATION OF ANNUAL REPORT IN HINDI

10	Translation of entire annual report in Hindi#	140 pages + 4 Pages			N.A		N.A.			
11	TOTAL C									
12	GRAND TOTAL (A+B+C)									

*No reimbursement on account of any additional service tax or any other tax which might not have been included herein will be given by IFCI on any account. In case, however, there is any change in specified statutory taxes/duties at the time of delivery/billing, the same would be applicable.

Sample of previous annual report i.e. for FY 2015-16 can be obtained from the Registered Office of IFCI Ltd at IFCI Tower, 61 Nehru Place, New Delhi-110019 for the purpose of Hindi Translation.

NOTE: Evaluation of financial bids shall be based on total amount (A+B+C) quoted by the bidder.

Note: 1. Cost of addition or deletion of 4 pages will be calculated as proportion to the cost derived for 140 pages of ordinary version & Deluxe version and/or Cost of increase or decrease in quantity will also be calculated as proportion to the cost of one copy of Ordinary version & deluxe version

2. In case of increase or decrease in the pages for Translation, the cost will be derived as proportionate the cost of 140 pages.

All the terms and conditions contained in the Tender Document are acceptable to us.

Signatures of Authorized Signatory

Name _____

Designation _____

Seal:

Annexure 7

Declaration of Relation in IFCI

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

To,

Dy.General Manager (Centralized Procurements)
IFCI Limited
IFCI Tower
61 Nehru Place
New Delhi -110 019

Dear Sir,

Sub: Declaration for relation in IFCI

Subject: RFP - _____

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IFCI

Tick(✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Note:

1. Attach separate sheet, if necessary.
2. If IFCI Management come to know at a later date that the information furnished by the Bidder is false, IFCI reserves the right to take suitable action against the Bidder/Contractor.

Annexure 8

Non-Disclosure Undertaking (Integrity Pact)

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

NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)

I/We understand that IFCI is committed to Information Security Management System as per their Information Security Policy.

Hence, I/We M/s _____
who are submitting offer for providing services to IFCI against Tender Specification No. _____ hereby undertake to comply with the following in line with Information Security Policy of IFCI _____, _____

- To maintain confidentiality of documents & information which shall be used during the period of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of IFCI.
- The bidder commit itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre contract stage in order to secure the contract or furtherance to secure it.
- The bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantages, commission, fees brokerage or inducement to any official of IFCI, connected directly or indirectly with the bidding process or to any person of IFCI or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- The bidder will not collude with any other parties interested in the contract to impair transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

(Signature, date & seal of Authorized
Signatory of the bidder)

Date:

Annexure 9

Declaration

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

To,

Dy. General Manager (CPD)
IFCI Limited
IFCI Tower,
61 Nehru Place
New Delhi -110 019

Ref: 1) NIT/Tender No. _____

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences to of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by IFCI or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, IFCI may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of IFCI in selection of Bidders will be final and binding to us.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

Annexure 10

Bank Guarantee Format For Security Deposit

(To be executed on Non-judicial Stamp Paper of Rs.100/-)

Ref. No.....

Bank Guarantee No.....

Dated.....

To

IFCI Limited

Dear Sirs,

In consideration of **IFCI Ltd, IFCI Tower, 61 Nehru Place, New Delhi-110019** (hereinafter called the "IFCI" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into an agreement dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and IFCI having agreed that the Contractor shall furnish to IFCI a Bank Guarantee for Indian Rupees _____ for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered _____ under the _____ having head/registered office at _____ and one of its branch at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs. _____ (in figures) [Indian Rupees/- (in words) _____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by IFCI on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IFCI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that IFCI at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that IFCI may have in relation to the Contractor's liabilities.

4. The Bank further agrees that IFCI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IFCI against the

said Contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of IFCI or any indulgence by IFCI to the said

Contractor or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the entire period that is taken for the performance of the contract and all dues of IFCI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till IFCI discharges this guarantee in writing, whichever is earlier. IFCI shall be entitled to invoke the Bank Guarantee in full or in part and in the event the Bank Guarantee is invoked partly, this Bank Guarantee shall continue to be valid and binding for the balance amount/ part thereof.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of IFCI or that of the Contractor.

7. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Courts in Delhi.

8. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ Indian Rupees/- (in words) [_____] and our guarantee shall remain in force until _____.2018. In case of any delay in delivery, Performance Guarantee will be suitably extended.

9. Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of IFCI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of IFCI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of.....2018 at

WITNESS NO. 1

 (Signature)
 Full name and official
 address (in legible letters)

 (Signature)
 Full name, Designation and Address
 (in legible letters) with Bank stamp

Attorney as per Power of

Attorney No. _____ Dated _____

WITNESS NO. 2

 (Signature)
 Full Name and Official
 Address (in legible letters)

Annexure 11

Format of sending Pre-bid queries

Ref: RFP No. _____

Name of the Bidder:

Contact Address of the Bidder:

Sr. No.	Section Number	Page Number	Query

Annexure 12

Escalation Matrix

(Starting from the person authorized to make commitments to IFCI till the person in rank of CEO / VP)

Name	Organization	Designation	Mobile	Phone	Email address

(Signature, Date & Seal of Authorized Signatory of the Bidder)