



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

ANNEXURES

RFP No: IFCI/CPD/E-Tender/2018-19-06

आईएफसीआई लिमिटेड, आईएफसीआई टावर, 61 नेहरू 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) 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
3.	(i) Registration and License No. & Date (Pl provide relevant document) (ii) Nos. of years of Experience of providing courier service (Minimum 5 years required)	i) Registration No.: (ii) Registration Date: (iii) Experience: ____ Years
4.	Whether, MSME, if yes, attached valid copy of certificate.	
5.	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
6.	Website	
	Authorized Person - Name	
	Designation	
	Mobile	
7.	E-Mail ID	
	Alternate Authorized Person - Name	
	Designation	
	Mobile	
8.	E-Mail ID	
	PAN (Please submit self-certified photocopy)	
9.	TIN No. (Please submit self-certified photocopy)	
10.	VAT No. (Please submit self-certified photocopy)	
11.	Service Tax Registration No.	
12.	Income Tax Return for last 3 years.	
13.	GST Registration No.	

14.	Beneficiary Bank Details			
	Bank Account No			
	IFSC/NEFT Code			
	Name of Bank			
	Address of Branch			
15.	Particular of Earnest Money Deposit (EMD)			
	Amount			Rs.
	(DD/PO) No.			
	Date			
	Name of the Bank			
	Address of Bank			
16	The Agency should have its own website with on line tracking facility for tracking the delivery status of annual reports/consignments		The bidder should submit signed and scan copy of detailed profile of the Organization. A demonstration may also be provided at IFCI	
17.1	The bidder should have Average Annual Turnover of at least Rs.5 crore in last 3 consecutive year ending March 31, 2017 and Positive Net worth.		FY 2016-17 FY 2015-16 FY 2014-15	
17.2	Whether bidder is having Positive Net worth in FY ended 31/03/2017: Yes /No		<i>(Attach CA /auditors Certificate)</i>	
	The Bidder/Tenderer should sufficient man-power on its rolls so as to provide immediate, satisfactory and efficient courier services. The Bidder/Tenderer shall have e-mail setup in their offices/hubs to resolve the complaints/queries over e-mail.		Self-Declaration in this regard by the authorized signatory of the Responder on company letterhead.	
18	Details of Dispatch: Details of assignment of dispatching at least 1.50 lakh annual reports (in single assignment) to the shareholders in India in last three year.It is in the interest of the bidder to give as many details as possible.			
	Financial Year	Name & Address of the Client	Quantity Dispatched	Copy of evidence

Annexure 2

Tender Acceptance Letter

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

To
Dy. General Manager (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: DISPATCH OF ANNUAL REPORT OF IFCI LTD FOR THE FINANCIAL YEAR 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 hereby declare that our Company/Organisation 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 year.

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 year.

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.

8. 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.

9. 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.

10. 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 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 Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

12. 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.

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

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,

DGM (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

FINANCIAL BID – FORMAT (Courier Service) -DISPATCH OF ANNUAL REPORT (FY 2017-18)

Name of the Bidder: -----

Shareholders Location Details (Within India) - Dispatch of Annual Reports				
S.no	Centre (Metro Location)	No of Annual Reports (A)	Cost of Dispatch (Per Copy) (B)	Total Cost (C = A+B)
1	BANGLORE	6416		
2	CHENNAI	5784		
3	DELHI	24955		
4	NCR	5469		
5	KOLKATA	13632		
6	MUMBAI	32687		
7	HYDERABAD	4144		
8	AHMEDABAD	19330		
9	BHOPAL	1187		
10	BHUBANESWAR	453		
11	CHANDIGARH	1793		
12	GUWAHATI	798		
13	JAIPUR	7927		
14	KOCHI	603		
15	LUCKNOW	2262		
16	PANAJI(GOA)	232		
17	PATNA	1316		
18	PUNE	5310		
19	RAIPUR	379		
20	VIJAYAWADA	685		
21	Rest of India (Others)	148424		
Total Dispatch Cost (Rs.)				
Taxes if Any : (Pl mention details of all the taxes to be paid)				
Grand Total (Rs.)				

Approximate weight of Annual Report (FY 2017-18) between 250 gm to 275 gm

Note: (1) L-1 will be determined on the basis of the rates multiplied by the Centre-wise no. of annual reports. Taxes will be paid as per rules.

(2) The Actual quantity may vary in the range of $\pm 10\%$. Above estimated quantity would be used for computing evaluated value on the basis of which L1 would be decided.

Certified that the above offer is valid for 3 months from the opening of technical bid.

Signature of the Authorized Signatory

Name of the Firm:

Place:

Date:

Address:

(with rubber stamp of the firm)

Annexure 5

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 6

Declaration

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

To,

Dy. General Manager (Procurement)
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 found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
6. 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 7

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 30.10.2018. 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 8

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 9

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)

LOI/AWARD LETTER/WORK ORDER FORMAT

No.

Date:

To

Dear Sir,

Sub: DISPATCH OF ANNUAL REPORT OF IFCI LTD FOR THE FINANCIAL YEAR 2017-18

This has reference to the following: -

- a) Our invitation of bids, NIT/Tender Notice No.dated
- b) Tender Document on the above subject.
- c) Your bid reference No. dated
- d) Opening of Technical Bid on atat IFCI Tower, Nehru Place, New Delhi
- e) Opening of Financial Bid on at at IFCI Tower, Nehru Place, New Delhi
- f) IFCI Ltd. (IFCI) and (...../The Contractor)

This is with reference to your bid dated on the above subject. It has been decided to engage the services of your agency for providing courier services as per the terms & conditions given hereunder:

- (i) The Authorized representative of Courier Agency / Company will collect IFCI Annual Reports from our designated Printing Press i.e. on all working days and also on holidays. Details of concerned officials of the Printing Press will be shared with your firm in due course.
- (ii) IFCI's Annual Reports given by the Printing Press to the Courier Service Provider should be delivered within / before stipulated time with utmost safety and security. The Courier Agency should take utmost care not to leak / divulge any information of the addressee or the contents of the Annual Reports so dispatched to any third party. In case of any occurrence of damage, theft, pilferage in transit, the responsibility shall be that of the courier Service Provider. The cost of the material and loss of time shall be recovered from them.
- (iii) The Courier Agency will ensure that each of the Annual Report is delivered to the recipient to whom it is meant for and in no case is delivered to anybody other than the intended recipient. The Courier Agency will arrange to deliver the Annual Reports within 2 working days in all major cities which are connected by AIR and within 3 working days for other cities.
- (iv) It's mandatory that the Courier Agency shall furnish Proof of Delivery (POD) of consignments to us, duly signed by the party/person on it along with Mobile / Telephone number.
- (v) You have quoted the following rates as per details given below:

Sl. No.	Centre	No. of Annual Reports	Per Copy Cost of Dispatch	Evaluated Value
		A	B	C = A*B
1	AHMEDABAD	19330		
2	BANGALORE	6416		
3	BHOPAL	1187		
4	BHUBANESWAR	453		
5	CHANDIGARH	1793		
6	CHENNAI	5784		
7	DELHI	24955		
8	NCR	5469		
9	GUWAHATI	798		
10	HYDERABAD	4144		
11	JAIPUR	7927		
12	KOCHI	603		
13	KOLKATA	13632		
14	LUCKNOW	2262		
15	MUMBAI	32687		
16	PANAJI (GOA)	232		
17	PATNA	1316		
18	PUNE	5310		
19	RAIPUR	379		
20	VIJAYAWADA	685		
21	Rest of India	148424		
	Total			
	GST			
	GRAND TOTAL			

M/s will provide the details of their officials at various centers mentioned above so as to enable our representative to coordinate and monitor dispatch of annual reports. The undelivered Annual Reports, if any, may please be returned to us within two weeks from the date of dispatch.

- (vi) As on....., 2018, there are & shareholders in India respectively, to whom copy of Annual Report 2017-18 will have to be dispatched through courier. The quantities mentioned in the financial offer are tentative for evaluation of tender only and actual quantities may vary.
- (vii) The offer should be valid for a minimum period of two months from the date of opening of technical bid i.e. up to, 2018.
- (viii) The Service Provider indemnify IFCI and shall be solely responsible for compliance with the provisions of all Central and State Laws, Various Taxes (Income Tax, Sales Tax, Service Tax etc.), Labour Laws, Industrial Law, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed for providing services to IFCI.
- (ix) The whole dispatch work included in the contract shall be executed by the Bidder (Service Provider) and the Bidder shall not directly or indirectly transfer, assign or sublet the contract

or any part, share or interest therein without written consent of IFCI. Notwithstanding the above, the decision of IFCI to grant such permission shall be final and binding on the Service Provider.

- (x) Service Provider will also dispatch..... Annual Reports to shareholders, who are having contact address outside India. The payment of this service will be on actual basis.
- (xi) The Service Provider has to furnish a Performance Guarantee undertaking to complete the assigned work as per terms & conditions set out above. The Service Provider has to furnish a Bank Guarantee of Rs.....lakh i.e. 10% of the approximate value of proposed services provided by the Service Provider.

This contract and rates are valid upto, 2018 and subject to terms and conditions stipulated above. **Please also note that your payment towards above assignment will be made after 60 days of holding of our AGM.**

In token of acceptance of the above terms and conditions for undertaking timely dispatch of IFCI Annual Report 2017-18 with safety and secured way, kindly return this letter duly signed by an authorized person of your firm / company.

Yours Sincerely,

()
Dy. General Manager

Received & Accepted

For
Authorized Signatory

Details of Printers Location

SAP PRINT SOLUTIONS
Plot NO 3 , Sector 2 ,The Vasai Taluka Ind. Co-op. Est. Ltd
Gauraipada
Vasai (East)
District: Palghar – 401 208
MAHARASHTRA