

**Offer Forwarding Letter /Tender Submission Letter**

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

**Tender No:** IFCI/CPD-IRMD/Ltd Tender/2019-20/44

**Dated:** .....

To,

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

Dear Sir,

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

I/We hereby offer to carry out the assignment detailed in the Tender 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 'Earnest Money Deposit (EMD)' 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.

Date:  
Place:

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

**Undertaking**

To

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

Dear Sir/ Madam,

Subject: Undertaking for providing mandatory services for Industry Risk Scores (IRS)

Ref. Bid Reference No.....

We hereby undertake that we have the capability to provide the below mentioned mandatory services:

- i) Scores for all the relevant parameters compatible with the CRISIL RAM model as mentioned in the Scope of Work.
- ii) Rationale for each parameter of the industry score in the CRISIL RAM and
- iii) Scores for qualitative parameters in the scale of 0 to 10.

We shall also be responsible for initial integration, configuration & updating of Industry Risk Scores in CRISIL RAM, as & when applicable, without any additional charge. The installation & updation shall be done at the central server located at IFCI Tower, IFCI Ltd, 61, Nehru Place, New Delhi-110019.

Date:  
Place:

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

## Scope of Work Industry Risk Scores (IRS)

### 1. Introduction

IFCI is presently using the Credit Risk Assessment Model (RAM) provided by CRISIL. IFCI intends to subscribe to the **Industry Risk Scores (IRS)** required for rating the industry risk parameters in the CRISIL Risk Assessment Models. The scores should capture the influence of industry variables and extent of positive/negative impact on cash flows & repayment capability over the next 3-4 years horizon.

### 2. Industry Risk Scores (IRS)

In the CRISIL RAM Model, while assigning an industry score, following industry assessment are made:

- a) Financials – Under financial menu, the required financial ratios needs to be input, e.g.:
  - (I) OPBDIT (Million)
  - (II) Aggregate Turnover (Million)
  - (III) ROCE (Ratio)
- b) Along with financial parameters, other parameters, which shall be covered under IRS for various different models, not limited to these, are mentioned below:

S. No.	CRISIL RAM Models	Minimum Mandatory Rating Parameters for which scores have to be provided for each industry
1.	<b>Large corporate Model</b>	<b>Industry Characteristics which include the following</b>
	Company with Project	a) Industry Prospects
	Company without Project	b) Impact of Government Directives/ Regulations
	Greenfield Project	c) Key Input Risks
		d) Extent of Competition
2.	<b>Real Estate Model</b>	a) Industry Prospects
		b) Impact of Government Directives/Regulations
		c) Input Related Risk
		d) Extent of Competition
3.	<b>Infrastructure Power Model</b>	a) Demand Supply Gap
		b) Impact of Government directives / Regulations
4.	<b>Infrastructure Roads Model</b>	a) Impact of Government directives / Regulations

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IFCI may subscribe to between **35-40 Industry Risk Scores**, depending upon the industries where IFCI has or has been envisaging credit exposure. An indicative list of industries is given below:

The other requirements from the IRS vendors shall be:

- The detailed rationale of the industry risk score should be provided in the RAM system, so that the user, at the time of rating, gets to understand the industry risk score rationale.
- The option of addition/deletion of any industry should be available at half yearly intervals.
- The IRS should be updated in RAM, by the Vendor's personnel, in our Server at New Delhi, as and when the industry risk perception changes or every 6 months, whichever is earlier.
- Hard as well as soft copies of the rationale for a particular score for a particular industry shall also be submitted to IFCI at the time of initial updation and every subsequent updation thereafter.
- The industry scores as well as the rationale etc. shall be compatible with existing CRISIL RAM and successful updation of the scores and related rationale shall form scope of work of the successful bidder.

#### **Indicative List of Industries for Industry Risk Scores**

<b>S. No.</b>	<b>Industry Name</b>
1	Solar Power
2	Wind Energy
3	Hotels- Premium segment
4	Pharmaceuticals- Bulk Drugs
5	Roads- BOT
6	Sugar
7	Textile- Cotton Yarn
8	Packaging
9	Paper- Industrial
10	Plastic & Plastic products
11	Gems & Jewellery
12	Hospitals
13	Textile- Man-made fibres
14	IT enabled services
15	Automobile- commercial vehicles
16	Airport Infrastructure
17	Breweries
18	Cement
19	Construction (E&C)
20	Construction Equipment
21	Crude Oil
22	Oil Exploration

23	Oil Field Service
24	Organised Retailing
25	Petrochemicals
26	Petroleum- standard refining
27	Petroleum- refining & Marketing
28	Ports- BOT
29	Power Cables
30	Power Transmission
31	Power Distribution – Private
32	Power Generation- Private
33	Real Estate Commercial construction
34	Real Estate- Residential
35	Stainless steel
36	Telecom- Mobile
37	Steel-Alloy
38	Steel Long products
39	Steel Flats- HR
40	Steel Flats- CR GP GC
41	Transmission Towers
42	Tyres
43	Poultry
44	Branded Food
45	Paints
46	IT service
47	Shipping
48	Automotive Components
49	Dyes & Pigments
50	Hotels- premium Segment

### 3. Time Period

The bidders, if selected, shall start providing IRS from December quarter onwards, on quarterly/half-yearly basis.

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**Annexure IV****PRICE BID FORMAT**

To,  
The IFCI Limited,  
IFCI Tower, 61 Nehru Place,  
New Delhi – 110 019.

Date: \_\_\_\_\_

Dear Sir,

Sub: Industry Risk Scores (IRS) - Tender No: IFCI/CPD-IRMD/Ltd Tender/2019-20/44

(Prince in Rupees)		
Particulars	Period: 1/1/2020 to 31/12/2020	Period: 1/1/2021 to 31/12/2021
1	2	3
Price per IRS per year (excluding taxes)		
GST		
Gr. Total Price including GST		
Gr. Total (including GST) (Period: 1/1/2020 to 31/12/2021)		
Grand Total in words : Rupees		

1. No Bid shall be acceptable in any other form. Bid Submitted other than envelope shall be disqualified.
2. Bidders shall mention all such taxes in quoted cost in the financial bid separately as per the format provided. If there is any reduction or increase in duties and taxes due to any reason whatsoever after submission of Bid by the Bidder, the same shall be passed on to the IFCI or service provider respectively.
3. L-1 will be decided on the total price quoted for both the years.

**Signature of the authorized person with Seal:**

**Name & Designation:**

**Organization:**

Terms & Conditions

For

**Subscription to Industry Risk Score (IRS) Service**

IFCI Limited

**RFP No: IFCI/CPD-IRMD/Ltd Tender/2019-20/44**

Mode of Tender – Limited

Disclaimer

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

This RFP is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of bids. The purpose of this RFP is to provide the Vendor with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary, may 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 RFP. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

## **Background**

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 offers a wide range of products to the target customer segments to satisfy their specific financial needs. The product mix offering varies from one business/industry segment to another. IFCI customizes the product-mix to maximize customer satisfaction. Its domain knowledge and innovativeness make the product-mix a key differentiator for building, enduring and sustaining relationship with the borrowers.

## **Invitation for Tender Offers / Contract Period**

IFCI invites sealed limited tender from eligible, reputed players in the market for subscription to Industry Risk Score (IRS) Service for a contract period of two years (1/1/2020 to 31/12/2021) with one year extension on the same rate, subject to satisfactory performance/services.

## **Amendment of Tender Document**

At any time prior to the last date for receipt of bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the Tender Document by an amendment. The amendment will be notified in writing/ published on the IFCI's website. In order to afford prospective Bidders reasonable time in which to take amendments into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.

## **Validity of the Tender**

The Bid shall be valid for a maximum period of 90 days from the last date of opening of Financial bids submission as indicated. Bidder should submit an undertaking in this regard.

In exceptional circumstances IFCI may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.

## **Rectification of Errors**

Arithmetical errors in the Financial Bid will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
- If there is a discrepancy between words and figures, the amount in words shall prevail.



- If Bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

### **Rejection of Bid**

Bids may be rejected on occurrence of any one of the following events/ conditions.

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidders bid.
- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any evidences of cartelisation.
- Bids without Earnest Money
- Bids received by IFCI after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

### **Commercial Rejection Criteria**

- Incomplete Price Bid.
- Conditional Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

### **Confidentiality of the Document**

This Tender Document is confidential and IFCI shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

The Bidder will treat all data & information about IFCI, obtained in the execution of its responsibilities as confidential & will not reveal such information to any other party without prior written approval of IFCI. If the Bidder leaks any such information to any third party (Web/Mail), IFCI holds the right to take criminal action, such action as may be necessary.

### **Right to Accept or Reject the Tenders**

The right to accept the bid in full or in part/parts will rest with IFCI. However, IFCI does not bind itself to accept the lowest bid and reserve itself the authority to reject (during any stage of the Tender Process) any or all the bids received without assigning any reason whatsoever.

Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected at the discretion of IFCI.

A bid determined by IFCI has not substantially responsive will be rejected. However, IFCI may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

### **Price Basis**

Prices quoted by the Bidder shall be considered as firm and fixed prices during the entire execution of the contract and not subject to variation on any account.

### **Modification and Withdrawal of Bids**

No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid.

### **Clarification of bids**

During evaluation of Bids, IFCI, at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (Fax/e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

### **Annulment of Award**

Failure of the successful bidder to comply with the requirement as mentioned in scope of work shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event IFCI may make the award to any other bidder at the discretion of the IFCI or call for new bids.

### **Award of Contract**

Before the expiry of the period of validity of the proposal, IFCI shall notify the **L1** Bidder in writing by registered letter/ e-mail or by fax, that its bid has been accepted.

The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within three (3) days of receiving the notification.

If L1 Vendor fails to execute the order, IFCI will be free to award the contract to L2 Vendor and if L2 does not agree, it will be awarded to L3. IFCI will have the option of negotiating with L2 and L3 bidders for getting lowest price.

If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, IFCI may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, IFCI may then cancel such tender at their discretion, unless the firm retains its character.

## **Commencement of Work**

The successful bidder shall commence w.e.f. 1/1/2020, and shall proceed with the same with due expedition without delay.

If the selected bidder fails to start the work within stipulated time as per LOI/Work Order or as intimated by IFCI at its sole discretion will have the right to cancel the contract. The EMD with IFCI will stand forfeited without any further reference to him and without prejudice to any and all of IFCI's other rights in this regard.

All the work shall be carried out under the direction and to the satisfaction of IFCI.

## **Terms of Payment**

- All payments shall be released directly by IFCI to the Bidder against Original Physical invoice raised.
- All the payments mentioned above shall be made by IFCI based on the certification by the respective department of IFCI, about the satisfactory services provided by the bidder.
- Payment shall be made on half yearly basis, in advance subject to satisfactory delivery of IRS and IRS should be updated in RAM, by the Vendor's personnel, in our Server at New Delhi and on receipt of bills. The payment terms are as under:

50% of the half yearly due on signing of the contract and balance 50% of half yearly due on providing the deliverables fully. The balance payment to be made at the beginning of the next half year during the contract period.
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- The requisite details to release payment through E-banking will be asked for from the successful bidder at the time of award of contract.

## **Supplemental Information to the RFP**

If IFCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

## **Addressing**

All completed bid documents and inquiries regarding clarification/interpretation in connection with this Bid should be sent at the address as mentioned.

## **Termination Clause**

At its absolute discretion IFCI reserves its right to terminate the agreement for any reason including but not limited to the following

- IFCI without prejudice to any other remedy for breach of contract, may terminate the contract/agreement by seven days' notice in the event of unsatisfactory performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the selected bidder, or the engagement is not in the interest of IFCI or IFCI no more requires any such service.
- Other Grounds for Termination: IFCI is entitled to terminate this contract/agreement for any reason at its absolute discretion forthwith without notice, without assigning any reason and without payment of any compensation, in the following cases: -
  - The Bidder is adjudicated insolvent by a Competent Court or files for insolvency or if the hirer being a company is ordered to be wound up by a Court of competent Jurisdiction.
  - It is clearly understood by the Bidder that if a charge sheet is filed by any competent authority of the Government against the Bidder, the Bidder is obliged to notify IFCI within fifteen days of filing of the charge sheet. Failure to do so shall result in forfeiture of all payments due for service rendered after the date of the filing of the charge sheet.
  - If any charge sheet is filed by a competent authority of the Government against the Agency / Company, or the vendor is convicted by a criminal court on grounds of moral turpitude.
  - For any reason whatsoever, the selected bidder becomes disentitled in law to perform his obligations under this agreement.
  - The bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of IFCI.

IFCI reserves the right to terminate the contract without assigning any reason giving seven days' notice to the bidder.

### **Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty warning may be issued to the bidder for minor deficiencies on its part.

In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of the IFCI, penal action including but not limited to debarring for a specified period and/or stopping of all payments under the Agreement may also be initiated as per policy/discretion of the IFCI.

### **Waiver of Minor Irregularities**

IFCI reserves the right to waive minor irregularities in proposals provided such action is in the best interest of IFCI. Where IFCI may waive minor irregularities, such waiver shall in no way modify the "Request for Proposal" (RFP), requirements or excuse the Vendor from full compliance with the RFP specifications and other contract requirements if the Vendor is selected.

## **Force Majeure**

IFCI may cancel the award without any penalty or may extend time limit set for the completion of the work as deemed fit in case the timely completion of the work is delayed by force majeure beyond the selected bidder's control, subject to what is stated in the following sub paragraphs and to the procedures detailed there in being followed. Force majeure is defined an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or un-declared), hostilities, national emergencies, civil commotions. The successful Bidder's right to an extension of the time limit for completion of the work in above mentioned cases is subject to the following procedures:

- a) That within 2 days after the occurrence of a case of force majeure but before the expiry of the stipulated date of completion, the Bidder informs the IFCI in writing that the Bidder considers himself entitled to an extension of the time limit.
- b) That the successful Bidder produces evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
- c) That the successful Bidder proves that the said conditions have actually been interfered with the carrying out of the contract.
- d) That the successful Bidder proves that the delay occurred is not due to his own action or lack of action.

Force majeure does not entitle the successful Bidder to any relaxation or to any compensation of damage or loss suffered.

## **Patents, Successful Bidder's Liability & Compliance of Regulations**

Successful Bidder shall protect and fully indemnify IFCI from any claims for infringement of patents, copyright, trademark or the like. Successful Bidder shall also protect and fully indemnify the IFCI from any claims from successful Bidder's workmen/employees, their heirs, dependence, representatives etc. or from any other person(s) or bodies/companies etc. for any act of commission or omission while executing the order. Successful Bidder shall be responsible for compliance with requirements under the laws and shall protect and indemnify completely IFCI from any claims/penalties arising out of any infringements.

## **Bid Security / earnest Money Deposit (EMD)**

An amount of Rs.25,000/- (Rupees Twenty Five Thousand only) by way of Demand Draft/Pay order (Bankers Cheque) issued by a Nationalized Bank, issued in favour of "IFCI Limited" payable at New Delhi, is required to be submitted in a sealed envelope (off line mode)

Following information should be marked on the face of the sealed envelope.

Name of Party.....

Tender No.....

Earnest Money Amount ..... Issuing Bank..... Date.....

EMD must be submitted in a sealed envelope addressed to

Dy. General Manager (CPD)

IFCI Limited, IFCI Tower

13th Floor, 61 Nehru Place

New Delhi-110 019

Tel.: 011-26487444/41732000

- The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- No interest or any other expenses, whatsoever in regard to EMD will be payable by IFCI.
- Bids shall be opened on the date & time of bid opening in the presence of the intending bidders or their Authorized Representatives who may wish to be present.
- EMD Envelope received after the due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever.
- IFCI shall not be responsible for late receipt of the EMD Envelope submitted by any Bidder. The bidders may depute their authorized representatives at the time of opening of Bid. IFCI reserves the right to extend the deadline for submission of bids.
- Withdrawal or modification of a bid between the deadline for submission of bids and the expiration of the original period of bid validity may result in the forfeiture of the EMD.

#### **Return of EMD:**

- Upon the successful signing of the agreement with the successful bidder, IFCI shall return the EMD of unsuccessful bidders within 10 days from the signing of the contract.
- The EMD may be discharged/returned by IFCI after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.

#### **EMD to be forfeited:**

1. If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
2. If successful bidder fails to sign the Contract within specified time in accordance with the contract terms and conditions.
3. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of IFCI regarding forfeiture of the Bid Security shall be final and binding upon bidders.

If during the bid process, any information is found false/fraudulent/mala fide, then IFCI shall reject the bid and, if necessary, initiate action.

4. In the event the bidder being unable to provide the services, during the engagement period as per the contract for whatever reason, the EMD would be forfeited by IFCI.

### **Merger/ Acquisition of Bidder**

In the event of the Bidder's company or the concerned division of the company being taken over/bought over by another company, all the obligations under the agreement with IFCI should be passed on for compliance to the new company in the Negotiations for their transfer.

### **Liquidated Damages and Penalties**

If the Selected Vendor fails to deliver or perform the Services within the time period(s) specified in the Contract, IFCI shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% per week or part thereof of contract price subject to maximum deduction of 10% of the delivered price of the delayed Solution or unperformed services for each week or part thereof of delay, until actual delivery or performance.

In the event, the successful bidder not meeting the work awarded under the tender within the stipulated time, then IFCI would be free to use the services of any other entity/ person and recover the difference in such services and additional expenses incurred by IFCI from the successful bidder.

In addition to the cancellation of purchase contract, IFCI reserves the right to appropriate the damages through encashment of the EMD/Bid Security given by the Bidder, in whole or in part, without notice to the Vendor in the event of breach of this Agreement or for recovery of liquidated damages

### **Confidentiality of Information**

This document contains information confidential and proprietary to IFCI. Additionally, the Bidder will be exposed by virtue of the contracted activities to internal business information of IFCI, affiliates, and/or business partners. Disclosure of receipt of any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the Bidder, pre-mature termination of the contract and/or legal action against the Bidder for breach of trust.

No news release, public announcement, or any other reference to this RFP or any program there under shall be made without written consent from IFCI. Reproduction of this RFP, without prior written consent of IFCI, by photographic, electronic, or other means is prohibited.

## **Miscellaneous Conditions**

- No other person except selected bidder's authorized representative shall be allowed to enter IFCI's premises.
- Within IFCI premises, the selected bidder's personnel shall not do any private work other than their normal duties.
- Selected bidder shall be directly responsible for any/all disputes arising between him and his personnel and keep IFCI indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- The personnel engaged by the selected bidder are subject to security check by the IFCI Security Staff at any time and the selected bidder shall ensure their presence for the said purposes.
- Selected bidder shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. IFCI shall have no liability whatsoever in this regard and the Selected bidder shall indemnify IFCI against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
- Selected bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

## **Instructions to Bidders**

- The Bidder may download EOI Document along-with terms and conditions from IFCI website [www.ifcilttd.com](http://www.ifcilttd.com) & CPP ePublish Portal of GoI. Bidder 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 tender by IFCI.
- The bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in the tender document carefully. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the bidders risk and may result in the rejection of the bid.
- No Bid shall be acceptable in any other form. Bid Submitted other than envelope shall be disqualified.
- Bidders shall mention all such taxes in quoted cost in the financial bid separately as per the format provided. If there is any reduction or increase in duties and taxes due to any reason whatsoever after submission of Bid by the Bidder, the same shall be passed on to the IFCI or service provider respectively.
- Contract period of two years with extension for third year on the same rate, subject to satisfactory performance/services.



- Bid not accompanied by EMD are liable to be rejected.
- All the terms and conditions contained in the RFP document are acceptable to us.
- L-1 will be decided on the total price quoted for both the years.
- IFCI is not responsible for non-receipt of quotations within the specified due date to any reason including network issues or holidays.
- No erasures or over-writing shall be allowed.
- In case of any discrepancy in the price quoted in words & figures, the price quoted in words shall be treated as final.
- The vendor's performance on the job will be constantly monitored for quality, commitment to delivery period mentioned in tender, adherence / Statutory regulations, Conduct / Discipline etc., while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by IFCI.
- If the vendor refuses to execute the job at his quoted rates, after finalizing order on him, he shall be debarred/blacklisted for a period of 3 years.
- Bidders shall submit their offers in a sealed cover, duly completed in all respects by hand, speed post, courier in the prescribed format in the addressed to The Deputy General Manager (CPD), IFCI Ltd., IFCI Tower, 13<sup>th</sup> Floor, and 61 Nehru Place, New Delhi 110019.
- The envelope must be super-scribed on top of with Title of the Tender.
- Unsolicited bids shall not be entertained.
- IFCI reserves the right to reject any or all the offers without assigning any reasons thereof.