

Request for Proposal

For

**DISPATCH OF ANNUAL REPORT OF IFCI LTD FOR THE
FINANCIAL YEAR 2018-19**

IFCI Limited

RFP No: IFCI/CPD/E-Tender/2019-20/37

Mode of Tender - E-Bidding/E-tender

Last Date of Submission /Uploading of Bids

09.30 AM on 19/08/2019

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.

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Chapter -1

Introduction

The Industrial Finance Corporation of India (IFCI Ltd.) 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 of India Undertaking under the aegis of the Dept of Financial Services, Ministry of Finance, GOI, primarily a Non Deposit Taking NBFC.

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 Ltd. 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

IFCI invites e-bids from established and reputed Courier agencies for dispatch of Annual Reports (FY 2018-19), and Notice of Annual General Meeting of IFCI, to approx. 2.53 lakh (Plus/Minus 10%) shareholders within India.

The successful bidder will have to arrange on its own cost to pick up the Annual Report 2018-19/ AGM notice from the printers location. (to be provided later by IFCI)

Note: The vendor/bidders shall be referred as Service Provider in this document.

Key Events & Dates

Tender Notice No	IFCI/CPD/E-Tender/2019-20/37
Bid Security / EMD	Rs.1,50,000/- by way of Demand Draft/Pay Order
Date of Issue	09/08/2019 09:30 AM
Last date for seeking clarifications, if any	14/08/2019, 11:00 AM
Date of Pre-Bid Meeting with the bidder	16/08/2019, 03:00 PM
Last date and time of submission of (Technical & Commercial)	19/08/2019, 12:00 PM
Tender Document	The details can be downloaded free of cost, can be download from CPP portal www.eprocure.gov.in or from IFCI website https://www.ifcilttd.com/(Tenders-procurement-goods-and-services) .
Date and time of opening of Technical Bids	20/08/2019, 03:00 PM
Date and time of opening of Commercial Bids	22/08/2019, 11:00 AM
Address for communication and Pre bid meeting	DGM (CPD) IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi - 110019
Name of the contact person for any clarification	Mr. Saurabh Kumar (DGM) 011-41732130 Mr. Ruchir Masand (Manager) 011-41732123
e-mail Address	Pl quote the RFP No in the Subject Line of the e-mail rfpquery@ifcilttd.com
Validity of Proposal	Ninety (90) days from the date of opening of Financial Bid.

EMD in the form of Demand Draft/Banker's Cheque drawn in favour of "IFCI Ltd", payable at New Delhi to be submitted separately, at the above address either by hand or by post.

Bidder to ensure deposit of EMD at IFCI both before the final date and before the time of submission of bids ends. Bidder should have delivery services facility across India. **Proof of network is required to be submitted physically along with the EMD.**

Chapter-2

Instructions to Bidders:

- i. The General Conditions of Contract form part of the E-Tender specifications. **All pages of the E-Tender documents shall be duly signed, stamped and uploaded at website <https://eprocure.gov.in> along with the offer in token of complete acceptance thereof.** The information furnished shall be complete by itself. The e-tenderer is required to furnish all the details and other documents as required.
- ii. E-tenderers are advised to study all the tender documents carefully.
- iii. Any submission in e-tender shall be deemed to have been done after careful study and examination of the e-tender documents and with the full understanding of the implications thereof.
- iv. Should the e-tenderers have any doubt about the meaning of any portion of the E-Tender Specification or find discrepancies or omissions in the scope of work or the e-tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc. bidders shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the e-tender.
- v. E-tenderers' request for clarification shall be with reference to Sections and Clause numbers given in the e-tender documents.
- vi. The specifications and terms and conditions shall be deemed to have been accepted by the E-tenderers in his offer.
- vii. Non-compliance with any of the requirements and instructions of the e-tender enquiry may result in the rejection of the tender.
- viii. Earnest Money of Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) by way of Demand Draft/Pay order (Bankers Cheque) issued by a Nationalized Bank, issued in favour of "IFCI Limited" payable at Delhi, is required to be submitted in a sealed envelope (off line mode), latest by 09:30 AM on 19/08/2019.
- ix. Proof of Network is required to be submitted physically along with the EMD.

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

"EMD For Dispatch of Annual Report 2018-19"

Name of Party.....

Tender No.....

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

EMD must be submitted in a sealed envelope addressed to

DGM (CPD)
IFCI Limited,
IFCI Tower 13th Floor
61, Nehru Place
New Delhi -110019
Tel-011-41732130

Chapter -3

Eligibility Criteria

Agencies fulfilling pre-qualification criteria will be considered. The eligibility criteria for pre-qualification of bidder are as under:

Sl/ No.	Clause	Documents required
1.	The courier service provider (bidder) should be a registered company / partnership firm, registered under per Companies Act 2013 (erstwhile Companies Act 1956), Indian Partnership Act, operational in India since last 5 years.	The Certificate of Incorporation issued by Registrar of Companies along with the copies of Memorandum and Articles of Association / Regd. Partnership Deed are required to be submitted.
2.	Company must be registered with appropriate authorities for all applicable statutory duties/taxes	Valid documentary proof of: GST registration number Income Tax registration/PAN number
3.	The bidder should have Average Turnover of Rs. 3 Crore or more in last 3 consecutive years ending i.e. FY 2016,2017 and 2018 and should have positive net worth as on 31 st March, 2018.	Audited Financial Statements of respective financial year starting from 2015-16/ CA Certificate / auditors certificate needs to be submitted.
4.	The bidder should have its own website with on line tracking facility for tracking the delivery status of annual reports/consignments. Bidder should have office/ collection / service centre at Mumbai, Delhi/NCR, Hyderabad, Chennai, Kolkata or Bangalore to pick-up approximately 2.53 lakh copies of Annual Reports from printer.	The bidder should submit signed and scanned copy of detailed profile of the Organization. A demonstration may also be provided at IFCI. Self-Declaration by authorised signatory of the bidder on company letterhead stating their Office/ collection / service centre address.
5.	The Bidder/Tenderer should have 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. The Bidder should be able to provide 24X7 customer service helpline and support.	Self-Declaration in this regard by the authorized signatory of the Responder on company letterhead, as per annexure.
6.	The Bidder/Tenderer should have rendered satisfactory courier services to at least two Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / any	Copies of such 'Work Order' received from the client, LoI, bills raised and payment proof thereof must be provided.

	Corporate Establishment and dispatched at least 1.00 lakh annual reports (in single assignment) to the shareholders in India, as a single order in any of the last three Financial Years i.e. 2015-16, 2016-17 & 2017-18. (To be used in case of a tie).	
7. Integrity Pact		To be provided along with submission of Application Please refer Annexure
Note: -Documentary Evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with references.		

Chapter -4

Scope of Work

Description of work:

To dispatch approximately 2.53 lakh copies of, IFCl's Annual reports - (2018-19) of IFCl, to IFCl's shareholders, within India.

All copies for dispatch of Annual reports/AGM notice, will have to be picked up from the printer location. The details of printer's location shall be informed later. Entire arrangements and any cost thereof for dispatch, will be made by the courier agency.

Further, shareholder address details shall be provided in soft copy to the selected courier agency. The annual reports should be dispatched to shareholders within two working days in metro cities and within three working days for rest other location as specified below. Also for, shareholders residing, outside the municipal limits, the Annual report should be delivered **within 5 working days**.

S.No.	Metro Location	Non- Metro Location			
		S.No.	Location Name	S. No.	Location Name
1	BANGLORE	1	AHMEDABAD	8	LUCKNOW
2	CHENNAI	2	BHOPAL	9	PANAJI(GOA)
3	DELHI	3	BHUBANESWAR	10	PATNA
4	NCR	4	CHANDIGARH	11	PUNE
5	KOLKATA	5	GUWAHATI	12	RAIPUR
6	MUMBAI	6	JAIPUR	13	VIJAYAWADA
7	HYDERABAD	7	KOCHI	14	REST OF INDIA

The Courier agency, must ensure that suitable staff shall be deputed for this job. The deputed staff, may also need to work on Saturdays/Sundays/Holidays, to ensure that the delivery of Annual reports/AGM notice to shareholders is made as per the stipulated timelines as mentioned above.

As this being a statutory compliance for IFCl, non-compliance to delivery timelines by courier agency shall be viewed seriously.

IFCl's Right to Vary Quantities at the time of Award

IFCl reserves the right at the time of award of Contract to vary the number of copies to be dispatched up to $\pm 10\%$ as specified, without any change in price or other terms and conditions.

Chapter – 5

Bid Submission and Evaluation Guidelines

RFP document submission is required to be done as under:-

The Tender documents (Receipt, Technical Bid & Commercial Bid) should be submitted online on CPP Portal www.eprocure.gov.in. However, Earnest Money Deposit (EMD) as prescribed, in original along-with sample of paper should be submitted in the manner and mode as specified under the head “Key Events & Dates” along with a covering letter of the bidder.

Bid Submission

Bidders who wish to participate in this tender will have to register on line www.eprocure.gov.in. To participate in the e-tendering process, bidders will have to procure Digital Signature Certificate (Type-II or Type-III from the list of supporting E Tokens given on the same website) as per information Technology Act-2000 by the use of which they can sign their electronic bids. Bidders can also procure the same from any CCA approved certifying agency etc.

Bidders who already have a valid Digital Certificate (from the list of supporting E Tokens given on the same website) do not need to procure a new Digital Certificate. **The bidders are requested to read carefully the user manual available on website www.eprocure.gov.in before initiating the process of E-Tendering.**

Bidder shall submit their offers online in an electronic format both for “Technical” and “Commercial bid”.

1. Before electronically submitting the tenders, it should be ensured that all the documents and annexures being uploaded are self-certified/ signed by the bidders.
2. On-line submission of bids: The online bidders will have to be digitally signed and submitted within the time specified on website www.eprocure.gov.in

Technical Bid (Eligibility Criteria)

Technical bid response must comply with the annexures provided and all the compliances stated in the Chapter - 3 Eligibility Criteria.

IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in the IFCI’s Opinion it is found to be minor/deviation or acceptable deviation.

Commercial Bid

The rates as given in the schedule to be quoted in figures and the rates must be exclusive of all taxes in financial bid. The bidder is required to check the prices/amount carefully before uploading financial bid.

1. Technical bid would be considered only on receipt of EMD prior to opening of bids. Thus the onus of Proof of having submitted EMD well before the final date/ time lies with the bidder.
2. Only one bid would be considered from one firm/Company for online e-Tendering.
3. The Bidders are also advised to visit the aforementioned websites on regular basis for checking necessary updates. IFCI also reserves the right to amend the dates mentioned in **Key Events & Dates** of this Bid document.

All prospective bidders will be notified of the amendment which will be final and binding on all the bidders via notification of the *e-tendering portal and IFCI Website only*.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their Bids, IFCI, at its discretion, may extend the deadline for the submission of Bids. Further, IFCI reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

Note:

- If the online submission does not include all the information required or is incomplete, the proposal is liable to be rejected.
- Bids submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by IFCI.
- The evaluation of the bid will only be based on the documents uploaded online on e-Tendering portal www.eprocure.gov.in.
- The bids shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.
- In the first stage, only TECHNICAL BID will be opened and evaluated for the bidders qualifying the eligibility criteria. Those bidders who satisfy the technical requirements as determined by IFCI, shall qualify for the COMMERCIAL BID evaluation.
- The Tender evaluation committee constituted for the said purpose, shall conduct bid evaluation. The objective of evaluation methodology is to facilitate the selection of desired solution at optimal cost. The purpose of it is only to provide the Bidder an idea of the evaluation process that IFCI may adopt.
- IFCI reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and commercial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- IFCI's decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.
- The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
- The firms registered as micro/ small enterprise with MSME and NSIC under its single point registration scheme are exempted from furnishing bid security, provided they are registered for the items they intend to quote and subject to their enclosing with their bid a copy of latest and current registration certificate.

IFCI takes no responsibility for delay, loss or non-receipt of EMD sent by post/courier etc.

- Bidders willing to submit revised bids may do so before the closing date by uploading revised bid.
- Bidder or their authorised representative may remain present at the time of opening of bid. The authorised representative should carry the authorisation letter of the bidder in this regard.
- 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.

Transfer of Bid Document/ Award

Transfer of Bids submitted by one Bidder of Award by successful bidder to other party is not permissible. IFCI may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation. Subsequent queries of IFCI, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which Tenders shall be finalized on the basis of the information, available. It shall, therefore, be in the Bidders' interest to give complete and comprehensive technical particulars/description and details.

Evaluation of Technical Bids

IFCI will open all bids in the presence of Bidders' representatives who choose to attend, at the time, on the date (as specified), and at the place specified in the Tender. The Bidders' representatives, who are present, shall sign a register evidencing their attendance, if so required by the Purchaser / Consultant.

IFCI will evaluate and compare the bids which have been determined to be substantially responsive. **In case of a tie :-** The Bidder/Tenderer should have rendered satisfactory courier services to at least two Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / Corporate Establishment and dispatched at least **1.00 lakh** annual reports (in single assignment) to the shareholders in India, as a single order in any of the last three Financial Years i.e. 2015-16, 2016-17 & 2017-18. (To be used in case of a tie).

Price Evaluation Criteria

Bidders should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc., applicable excluding service tax for entire scope of work as per Price bid format included of this tender document.

Commercial Evaluation of the technically eligible bids, shall thereafter be done on L-1 basis. Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work.

In case of tie, contract may be awarded to bidder qualifying the above stated norm.

Chapter-6

Standard Terms & Conditions

Clarification of Tender Document

The prospective Bidders requiring any clarification of the Tender Document may notify IFCI in writing or by e-mail as specified in RFP.

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.

Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's own risk and may result in rejection of its Proposal.

Proposal Cost

IFCI is not liable for any costs incurred by Brokers or Insurers in preparing responses to this Request for Proposal or for any work performed prior to official appointment by IFCI.

Any other Information

In addition to the information desired in the terms and conditions as well as in the technical bid, the Bidder may provide any other information/description like features, performance Figures specified/indicated along with supporting documents/calculations/paper quality used.

Validity of the Bid

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 exceptions 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.

Exclusivity

IFCI will choose one (1) successful vendor to provide the required services.

Further, No Consortium bids as well as sub-contracting in any form shall be accepted.

Micro & Small Enterprises

The following facilities are extended to Micro & Small Scale units registered with National Small Industries Corporation & to be mentioned in tender documents as & where required:-

- Issue of Tender Sets free of Cost.
- Exemption from Payment of Earnest Money.
- Waiver of Security Deposit up to the monetary limit for which the unit is registered;

Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME.

The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.

Language

The Bidder shall quote the rates in English language and international numerals. The rate shall be in whole numbers. These rates shall be entered in figures as well as in words. In the event of variation in number written in figure and words, the number written in words will be taken as final.

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 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.

Technical Rejection Criteria

- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

Commercial Rejection Criteria

- Incomplete 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 such action as may be necessary.

Conflict Of Interest

Bidders must disclose to IFCI in their Proposal any potential conflict of interest, including any which may involve IFCI employees who may have a financial interest in a Bidder.

If such conflict of interest does exist IFCI may, at its discretion, refuse to consider the Proposal.

Non-Collusion

Vendor shall not discuss or communicate, directly or indirectly, with any other Vendor or their agent or representative about the preparation of their Proposals. Vendor shall attest that its participation in the RFP process is conducted without collusion or fraud.

If IFCI discovers there has been a breach of this Requirement at any time, IFCI reserves the right to disqualify the Proposal or to terminate any ensuing Agreement.

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.

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.

Rectification of Errors in Bid

Typographical/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.

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. Withdrawal of a bid during this interval may result in the bidders forfeiture of its bid security.

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 (e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

Assignment

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract, except with IFCI's prior written consent. The Bidder shall notify IFCI in writing of all sub-contracts awarded under the contract, if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

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.

Transfer of Bid Document/ Award

Transfer of Bids submitted by one Bidder of Award by successful bidder to other party is not permissible. IFCI may request any bidder in writing to provide clarification on any tender clause based on the technical evaluation.

Subsequent queries of IFCI, if any, on the technical details, clarifications or any other information should be replied positively within the time specified, failing which Tenders shall be finalized on the basis of the information, available.

It shall, therefore, be in the Bidders' interest to give complete and comprehensive technical particulars/description and details.

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 provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1's price and in that order.

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.

IFCI's Right to Vary Quantities at the time of Award

IFCI reserves the right at the time of award of Contract to vary the number of copies to be printed as specified, without any change in price or other terms and conditions.

Commencement of Work

The successful bidder shall commence the work within 5 working days from date of awarding the contract or as per the schedule provided by IFCI, and shall proceed with the same with due expedition without delay.

If the Bidder /courier company fails to start the work within stipulated time as per LOI/PO/Work Order or as intimated by IFCI, at its sole discretion will have the right to cancel the contract. The Security Deposit with IFCI will stand forfeited without any further reference to the courier company 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.

Delivery Schedule:

The annual reports should be dispatched to shareholders within two working days in metro cities and within three working days for rest other location as specified. Also for, shareholders residing, outside the municipal limits, the Annual report should be delivered **within 5 working days**:

As this being a statutory requirement, delay execution will be viewed very seriously. The bidders who can abide by this time schedule should only participate in the Tender process. Timely dispatch of IFCI's Annual Report & Notice of Annual General Meeting (AGM), strict adherence to the prescribed time schedule is of paramount importance and hence cannot be compromised, which may please be noted for strict compliance.

However, if it is found that IFCI's Annual Report & Notice of Annual General Meeting (AGM) are not delivered within the stipulated time, then penalty/ liquidated damages would be levied as mentioned in the RFP/ Tender document.

Terms of Payment

IFCI will not pay any advance for dispatch of the IFCI's Annual Report & Notice of Annual General Meeting (AGM). The Invoice amount will be paid by IFCI, subject to Compliance of the following:

- The bidder should provide proof of delivery, POD for each article of Notice of AGM be made available by the successful bidder against each consignment on its online portal/ web tracking facility.
- Certificate of dispatch is also required to be submitted.
- All payments shall be released directly by IFCI to the Bidder against accepted Original Physical invoice raised.
- IFCI may do a random sampling survey of upto 3% of population, for satisfactory services subsequently for release of any payment for the work done.
- IFCI will have the absolute right to encash Bank Guarantees if sufficiently convinced of negligence and lack of dedication to work on the part of the Bidder.
- Payment shall be made within 60 days, subject to satisfactory completion of work and on receipt of bills, for dispatch of Annual Report of IFCI Ltd for the financial year 2018-19.

- The requisite details to release payment through E-banking will be asked for from the successful bidder at the time of award of contract.

IFCI will have to absolute right to encash Bank Guarantee if sufficiently convinced of negligence and lack of dedication to work on the part of the Bidder (courier agency).

Note: -

- 1) If the Vendor fails to furnish necessary supporting documents i.e. GST Invoice /Customs invoices etc. and also fails to upload the information on GSTN in respect of the Duties/taxes which input tax credit is available, the amount pertaining to such Duties/Taxes will be deducted from the payment due to the Vendor
- 2) TDS/TCD shall be deducted at the prescribed rate, if any (as the case may be).
- 3) IFCI can adjust / forfeit Bank Guarantee obtained from the Vendor against any loss of input tax credit to IFCI on account of supplier's default.
- 4) In case IFCI has to pay GST on reverse charge basis, the supplier would not charge GST on its invoices. Further, the supplier undertakes to comply with the provisions of GST law as may be applicable.

Any increase in taxes and other statutory duties/ levies, after the expiry of the delivery date shall be to the supplier's account. However, benefit of any decrease in these taxes/duties shall be passed on to the Purchaser by the supplier. The total price is to be adjusted (by reducing the basic price) with increased duties and taxes as per price mentioned in PO.

Supplementary 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.

Termination Clause

IFCI at its absolute discretion, 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 printer, or if 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 filling 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 printer 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.
- Considering the statutory requirement of sending Annual Report and AGM Notice to the shareholders of IFCI's within the prescribed timeline, In the event of termination, the Security Deposit of the bidder shall stand forfeited and IFCI shall have the right to terminate/ depanel/ blacklist the printer and deny any future orders, along with recovery of all expenses incurred in holding the Annual General Meeting on a future date, if any.

Indemnity

The vendor/bidder shall indemnify to protect and save IFCI, its employees, personnel, officers, directors and representatives against all claims, losses, costs, damages, expenses, action suits and other proceeding resulting on account of the delay, non- delivery, damage, etc. by the bidder in respect of dispatch of IFCI's Annual Report & Notice of Annual General Meeting (AGM) to the shareholders of IFCI.

Jurisdiction

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching this contract or the terms and conditions thereof or the construction and/or interpretation thereof shall be that of the appropriate court in New Delhi. The jurisdiction of any other court in any place other than New Delhi is specifically excluded.

Violation of Terms

IFCI clarifies that IFCI shall be entitled to an injunction, restraining order, right for recovery, suit for specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain the Vendor and its Partners from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies IFCI may have at law or in equity, including without limitation a right for recovery of any amounts and related costs and a right for damages.

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 printer'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.

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

Bid Security / earnest Money Deposit (EMD)

An amount of Rs.1,50,000/- (Rupees One lakh Fifty 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.

"EMD for dispatch of Annual report 2018-19"

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.
- The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.
- No interest or any other expenses, whatsoever in regard to EMD will be payable by IFCI.
- The Micro Small and Medium Enterprise (MSME) units shall be exempted from submission of EMD. Bids of MSME should be accompanied by valid certification from MSME.
- Technical Bids 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.
- Proof of Network is required to be submitted physically along with the EMD.

Discharge of Bid Security / EMD

Upon the successful signing of the agreement, IFCI shall promptly request the Bidder, to provide performance guarantee. On receipt of the performance guarantee, the bid security of all bidders will be released.

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 or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.
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.

Performance Security / Bank Guarantee

The vendor needs to deposit a Performance Bank Guarantee within 30 days from the date of acceptance of work order, for an amount of **10% (TEN per cent)** of the Contract Value, valid for 6 months from the date of its issue plus a claim period of 3 months, BG format attached as Annexure 11.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of "IFCI Ltd", New Delhi. The Performance Bank Guarantee 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.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by competent authority, IFCI shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

In the event the selected bidder is unable to provide the goods/services as mentioned in the scope of Work, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by IFCI.

No Bank Charges/interest shall be payable by IFCI for issuance of Performance Security / Bank Guarantee.

Return of Performance Security BG

The Performance Bank Guarantee/ DD amount may be discharged/ returned by IFCI after the completion of the contract upon being satisfied for the performance of the obligations of your firm under the contract.

In the event the firm being unable to provide the services, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by IFCI. No Bank Charges/ interest shall be payable for the Performance Bank Guarantee.

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.

Delays in the Bidder's Performance

Delivery of the Annual report copies (both ordinary & deluxe) shall be made by the Bidder in accordance with the time schedule specified/agreed by the Purchaser.

An un-excused delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default.

If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely delivery of the goods and performance of services, the Bidder shall promptly notify IFCI in writing of the fact of the delay, its likely duration and its cause(s).

IFCI reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of IFCI will be final in the regard.

As soon as practicable after receipt of the Bidder's notice, IFCI shall evaluate the situation and may at its discretion extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

Liquidated Damages and Penalties

As the timely dispatch of Annual Report & Notice of Annual General Meeting (AGM) to the shareholders of the IFCI is a statutory requirement, IFCI cannot accept/ permit any delay whatsoever in delivery of the items, as this being a statutory requirement.

In case of delay, IFCI may debar / blacklist the concerned bidder along with recovery of all expenses incurred in dispatching IFCI's Annual Report & Notice of Annual General Meeting (AGM) and / or holding the Annual General Meeting on a future date.

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 .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.

The decision of IFCI in regard to cancellation of the Work Order, levy of liquidated damages and forfeiting the Security Deposit shall be final.

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 afore mentioned 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.

Other Terms and Conditions:

- The successful bidder will have to pick up the consignments/ articles of Annual Report & AGM Notice from the printers location.
- The bidders or their authorized representatives (only 1 per bidder), with requisite authorisation letter from the bidder may attend/ be present at the time of opening of the bids.
- IFCI need not necessarily accept the lowest bid and the decision of IFCI in this regard will be final.
- IFCI reserves the right to open the bids at the stipulated/notified time & date, even if
- vendor/s express their inability to attend the opening of bids.
- IFCI's decision regarding the acceptance / rejection will be final and no dispute or negotiation will be entertained in this regard.
- The bidder shall reimburse IFCI all costs, charges, damages or expenses which IFCI may have paid or suffered and to the extent to which the bidder is obliged and responsible under this Contract to do so, within 30 days upon written request of IFCI failing which such costs, charges, damages or expenses including statutory payments, if any, shall be deducted by IFCI from any money due or becoming due to the bidder under this contract or any other Contract or may be adjusted from Security Deposit or by arbitration/action of law or otherwise from the bidder.
- 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 printer 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.

Chapter – 7

Annexures

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, Hyderabad, Kolkata, Bangalore & Chennai (Please submit self-certificate on firm's letter head). All Office/Collection / service center address	
4.	Telephone No. Office	
	Mobile	
	Fax	
	E-Mail	
	Website	
5.	Authorized Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
6.	Alternate Authorized Person - Name	
	Designation	
	Mobile	
	E-Mail ID	
7.	PAN (Please submit self-certified photocopy)	
8.	GST No. (Please submit self-certified photocopy)	
9.	Company Registration No.	
10.	Income Tax Return for last 3 years.	
11.	Beneficiary Bank Details	
	Bank Account No	
	IFSC/NEFT Code	
	Name of Bank	
	Address of Branch	
12.	Particular of Earnest Money Deposit (EMD)	
	Amount	
	(DD/PO) No.	
	Date	
	Name of the Bank	
	Address of Bank	Rs.

13	Whether, MSME, if yes, attached valid copy of certificate.				
14	Whether you accept all the terms and conditions of the tender; Yes/No				
15.1	The bidder should have Average Turnover of Rs.3 crore and above in last 3 consecutive year ending March 31, 2018 and Positive Net-worth.		Audited financial statements of FY 2017-18, FY 2016-17, FY 2015-16 (attach CA Certificate/Auditors certificate)		
15.2	Whether bidder is having Positive Net worth as on 31/03/2018. : Yes /No		<i>(Attach CA /auditors Certificate) Audited Balance Sheet</i>		
16	Details of dispatch worth INR 25 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				
17	Details of dispatch of at least 1.00 lakh annual report in single order in last 5 financial years				
	Sl. No.	Name of Company	No. reports dispatched	Year	Document attached

Annexure 2

Tender Acceptance Letter

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

To

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: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) 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, any Government regulatory body nor 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.
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)

Tender No:

Dated:

To,
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.

I/We certify that in case the Tender is awarded to us, we undertake the responsibility for police verification of each and every person deployed by us at IFCI.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal Date:

Annexure 4

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

To,

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,

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 (Courier Service) – DISPATCH OF ANNUAL REPORT (FY 2018-19)

Name of the Bidder: -----

Shareholders Location Details (Within India) - Dispatch of Annual Reports				
S.no	Centre	No of Annual Reports (A)	Cost of Dispatch (Per Copy) (B)	Total Cost (C = A+B)
1	AHMEDABAD	17308		
2	BANGLORE	5689		
3	BHOPAL	1070		
4	BHUBANESWAR	408		
5	CHANDIGARH	1576		
6	CHENNAI	5191		
7	DELHI	21829		
8	GUWAHATI	694		
9	HYDERABAD	3707		
10	JAIPUR	6986		
11	KOCHI	558		
12	KOLKATA	12046		
13	LUCKNOW	1998		
14	MUMBAI,THANE,NAVI MUMBAI	29708		
15	NCR	4881		
16	PANAJI(GOA)	217		
17	PATNA	1114		
18	PUNE	4841		
19	RAIPUR	341		
20	VIJAYAWADA	630		
21	Rest of India	132455		
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 2018-19) between 320 gm to 375 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 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,

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)

Authorized

(Signature, Date & Seal of
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

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

Ref: IFCI Tender No. _____

Name	Organization	Designation	Type of support	Mobile	Phone	Email address

Any changes in the Designations / Contact Persons IFCI need to be informed immediately.

Thanking you,

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

Annexure 10

Integrity Pact

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs. 10 Lakh or more. To be signed by the same signatory competent / authorized to sign the relevant contract on behalf of IFCI Ltd.)

(_____ Name of the Department / Officer)

Tender No. _____ for _____

(Each Tender must have Distinct Number and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on _____ day of the _____, between, on one hand, IFCI Ltd., a company Incorporated under Companies Act, 1956, with its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi – 110019, acting through its authorised officer, (hereinafter called Principal), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s. _____

(with complete address and contact details) represented by
Shri _____

_____ (i.e. Vendor / Bidders hereinafter called the 'Counter Party') which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the principal has appointed Independent External Monitors (IEMs) to monitor the Tender process and execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/ Public Company/ Government Undertaking/ Partnership, etc. constituted in accordance with the relevant law in the matter and the Principal is

a Government Company and a Systematically Important, Non-Deposit taking, Non-Banking Financial Company, (NBFC-ND-SI).

NOW THEREFORE, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence, prejudiced dealing prior to, during and subsequent to the tenor of the contract to be entered into with a view to "-

Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any from, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows: -

I. Commitment of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the Principal, personally or through any of his/her family members will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal will, during the Tender Process treat all the Counter Party (ies) with equity and reason. The Principal will, in particular, before and during the Tender Process, provide to all Counter Party (ies) the same information and will not provide to any Counter Party (ies) confidential / additional information through which the Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.
 - c) The Principal shall endeavor to exclude from the Tender process any person, whose conduct in the past had been of biased nature.
2. If the Principal obtains information on the conduct of any of its employee which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

II. Commitments of Counter Parties

The Counter Party commits 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 in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) commit himself / themselves to observe these principles during participation in the Tender Process and during the Contract execution: -

1. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the PRINCIPAL which is not available legally, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
2. The Counter party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the Principal or otherwise in procurement contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal for forbearing to show favour of disfavour to any person in relation to the contract or any other contract with the Principal.
3. Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract Foreign Counter Parties shall disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals and associates.
4. Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary of any, in connection with the bid / contract.
5. The Counter Party has to further confirm and declare to the Principal that the Counter Party is the original integrator and has not engaged any other individual or firm or company, whether in Indian or foreign intercede, facilitate or in any way to recommend to Principal or any of its functionaries whether officially or unofficially to the award of the contract to the Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any intercession, facilitation or recommendation.
6. The Counter Party, either while presenting the bid or during pre-contract negotiation or before signing the contract shall disclose any payment made, is committed to or intends to make to officials of Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details or services agreed upon for such payments.

7. The Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract. Also, the Counter Party has not entered into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts etc.
8. The Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
9. The Counter Party shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.
10. The Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
11. The Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
12. If the Counter Party or any employee of the Counter Party or any person acting on behalf of the Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal, or alternatively, if any relative of an official / employee of Principal has financial interest / stake in the Counter Party firm, the same shall be disclosed by the Counter Party at the time of filling of tender.
13. The term 'relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
14. The Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal.
15. The Counter Party shall disclose any transgression with any other Company that may impinge on the ant-corruption Principle.
16. The Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

III. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidder(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other from, such as to put

his reliability or credibility in question, the Principal is entitled to disqualify the Counter Party from the Tender Process or terminate the Contract, if already executed or exclude the Counter Party from future contract award processes.

2. The Counter Party accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such execution.
3. Apart from the above, the Principal may take action for banning of business dealings / Counter Party as deemed fit by the Principal.
4. If the Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system as per the satisfaction of the Principal, the Principal may at its own discretion, as per laid down organizational procedure, revoke the exclusion.

IV. Consequences of Breach

Without prejudice to any rights that may be available to the Principal under Law or the Contract or its established policies and laid down procedure, the Principal shall have the following rights in case of breach of this Integrity Pact by the Counter Party: -

1. Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to the Article III, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Counter Party.
2. Criminal Liability: IF the Principal obtains knowledge of conduct of a Counter Party which constitute corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

V. Equal Treatment of all Bidders/Contractors/Subcontractors/Counter Parties

1. The Counter Party (ies) undertake (s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-contractors / sub-vendors.
2. The Principal will enter into Pacts in identical terms as this one with all Counter Parties.
3. The Principal will disqualify Counter Parties who do not submit, the duly signed Pact, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

VI. Independent External Monitor (IEM)

1. The Central Vigilance Commission has approved the appointment of Independent External Monitor (s) (IEMs) for this Pact. The task of the IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact. The name and particulars of the IEM is as under: -

Dr. Anita Chaudhary

Email id: anitach123@hotmail.com

Shri Sadhu Ram Bansal

Email id: sr.bansal123@gmail.com

2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The IEM shall give his / recommendations to the MD&CEO, IFCI Ltd.
3. The Counter Party(ies) accept that IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal including that provided by the Counter Party. The Counter Party will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Contractor's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Counter Party (ies) with confidentiality.
4. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
5. The IEMs would examine all complaints and would give their recommendations / views to the MD&CEO of the Principal. IEM may also send their report directly to the CVO and the Commission in case of suspicion of serious irregularities requiring legal / administrative action. IEMs are expected to tender their advice on the complaints within 10 days as far as possible.
6. For ensuring their desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct and investigation and submit their joint recommendation to the management of the Principal.
7. The role of the IEMs shall be advisory and would not be binding and it is restricted to resolving issues raised by the Counter Party regarding any aspect of the tender which allegedly restricts competition or bias towards the Counter Party.

8. The word 'IEM' would include both singular and plural.

VII. Duration of the Integrity Pact (IP)

This IP shall be operative from the date IP is signed by both the Parties till the final completion of the contract. Any violation of the same would entail disqualification of the Counter Party and exclusion from future business dealings.

If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the MD&CEO, IFCI Ltd.

VIII. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the Principal who has floated the Tender. The concerned Office / Department which has floated the Tender would be the focal point for implementation of IP.
2. Changes and supplements in any Procurement / Service Contract / Tender need to be made in writing. Changes and supplement in IP need to be made in writing.
3. If the Counter Party is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative of the Counter Party duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In the case, the parties will strive to come to an agreement to their original intentions.
5. A person signing the IP shall not approach the Court while representing the matter to the IEMs and he / she will await their decision in the matter.
6. This IP is deemed as part of the procurement / service contract and both the Principal and the Counter Party are bound by its provisions.

IX. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses: -

(For and behalf of Principal)

(For and behalf of Counter Party)

WITNESSES:

1. _____ (Signature, name and address)

2. _____ (Signature, name and address)

Note: In case of Purchase Order wherein formal agreements are not signed reference to witnesses may be deleted from the past part of the Agreement.

Annexure 11

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 _____.2019. 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 of2019 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

WITNESS NO. 2

Attorney as per Power of

Attorney No. _____ Dated _____

(Signature)

Full Name and Official Address (in legible letters)

Annexure 12

Details of Printer

Annual Report to shareholders will be dispatched through Courier Agency to be finalized by IFCI at a later date. Printer is responsible for printing and pasting of **address-stickers with BAR CODES/ direct printing of address WITH BAR CODES** on to the report, sorting, insertion etc. in co-ordination with the courier agency.

The addresses with bar codes of shareholders will be supplied by IFCI in soft copy for Ordinary annual report. Balance copies of Ordinary Annual Report, entire lot of Deluxe Version is also required to be supplied at our Registered Office, New Delhi as per numbers to be indicated by IFCI, without any additional cost.

Undertaking for Document Submitted Earlier

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

To,

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

Dear Sir,

Sub: **Undertaking for Documents submitted earlier for Dispatch Annual Report of IFCI Limited for the Financial Year 2018-19**

While we have submitted Bid earlier for Dispatch of Annual Report of IFCI Limited for the Financial Year 2018-19 (RFP No. IFCI/CPD/E-Tender/2019-20/37), documents submitted by us earlier may please be considered for Bid Evaluation.

Commercial Bid is being submitted separately.

Yours faithfully,

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

Date: