

आरएफपी संख्या आईएफसीआई/सीसीडी/जीईएम/2026/01
RFP No. IFCI/CCD/GEM/2026/01

दिनांक :
Dated: 29/05/2026



वित्तीय वर्ष 2025-26 के लिए आईएफसीआई लिमिटेड की वार्षिक रिपोर्ट का मुद्रण
हेतु
प्रस्ताव अनुरोध (आरएफपी)

Request for Proposal (RFP)
For
Printing of Annual Report of IFCI Limited for FY 2025-26

निविदा का तरीका - जीईएम पोर्टल पर ई-निविदा
Mode of Tender - e-Tender on GEM Portal

**As per details mentioned on
Gem Portal**

**Addressed
To
General Manager (CCD)
IFCI Limited
IFCI Tower, 61 Nehru Place
New Delhi - 110019**

Printing of Annual Report of IFCI Limited for FY 2025-26

Disclaimer

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 Bidder with information to assist the formulation of their proposals.

This RFP does not claim to contain all the information each bidder may require. Bidder(s) 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.

This document is meant to provide information only and with an express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the requirement or form basis of any contract. No representation or warranty, expressed or implied, is made regarding reliability, accuracy or the completeness of any of the information contained herein. There may be deviation or change in any of the herein mentioned information.

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This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

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Printing of Annual Report of IFCI Limited for FY 2025-26

CHAPTER - 1

Introduction, Key Events and Dates

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

1. Introduction

- a. The Industrial Finance Corporation of India 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. The name of the company was subsequently changed to IFCI Ltd (IFCI). IFCI is now a Government of India Undertaking under the aegis of the Department of Financial Services, Ministry of Finance, GOI. IFCI is a Systemically Important Non-Deposit taking Non-Banking Finance Company (NBFC-ND-SI) in the public sector, listed on BSE and NSE. IFCI has six number of subsidiaries and one associate under its fold.
- b. IFCI is having mandate to provide financial support for the diversified growth of Industries across the spectrum. During its 75 years of existence, various kinds of projects such as airports, roads, telecom, power, real estate, manufacturing, services sector and such other allied industries, have been setup with financial assistance of IFCI.
- c. 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 relations with the borrowers.
- d. IFCI also provides Government Advisory services and Corporate Advisory services. In Government Advisory, IFCI is appointed as a Project Management Agency (PMA) for various Production Linked Incentive (PLI) schemes launched under the aegis of "Atmanirbhar Bharat" by the Government of India. These schemes are aimed at boosting domestic manufacturing and to attract large investment in the identified sectors. IFCI is also the Verifying & Monitoring Agency for various capital subsidy schemes and is the Nodal Agency for monitoring loans of Sugar Development Fund (SDF) since 1984. Under Corporate Advisory, IFCI is offering financial advisory, ESG Advisory and other Project advisory services to the Corporate & Government sectors.

2. Invitation for Tender Offers

- a. IFCI invites Limited e-tender through GeM Portal, in two bid system (Technical and Financial bid), from **Eligible Printers** for **Printing of Annual Report of IFCI Limited for FY 2025-26**.
- b. IFCI reserves the right to cancel this RFP at any stage of tendering process.
- c. IFCI reserves the right to alter the scope of work at any stage with suitable adjustment in charges payable.

Printing of Annual Report of IFCI Limited for FY 2025-26

3. Key Events & Dates

Sl. No.	Particulars	Details
01	Tender Notice No	RFP No. IFCI/CCD/GEM/2026/01
02	Bid Security/ EMD	As per GEM guidelines
03	Tender Name	Printing of Annual Report of IFCI Limited for FY 2025-26
04	Date of Issue	29/05/2026
05	Last date for seeking clarifications, if any	05/06/2026
06	Last date & time of submission of Bid (Technical & Commercial)	15/06/2026 1.00 PM
07	Date & time of opening of Technical Bids	15/06/2026 1.30 PM
08	Date & time of opening of Commercial Bids	Shall be communicated to technically qualified bidder(s)
09	Name of the contact person for any clarification	Ms. Smriti Arora –AGM 9990725691 Sh. Alok Sabharwal – GM-9990725974
10	e-mail Address	smriti.arora@ifcilt.com / alok.sabharwal@ifcilt.com (Please quote the RFP No. in the Subject Line of the e-mail)
11	Validity of Proposal	The rates in tender documents remain valid for acceptance for a minimum period of 90 (ninety) days from last due date of offer submission (incl. extension, if any)

Note:

IFCI reserves the right to cancel the Tender process at any stage during the Tender Process.

Printing of Annual Report of IFCI Limited for FY 2025-26

CHAPTER -2

INSTRUCTIONS TO BIDDER(S)

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

Instructions to Bidder(S)

1. Bidder(s) shall submit their bid (comprising of "Technical" and "Financial" bid), online at GEM Portal.
2. **Online submission of bids:** Online bids will have to be submitted within the time specified on website <https://gem.gov.in/> in the following manner:-
 - a) **Technical Bid: Scanned Copies to be uploaded (.pdf):**
 - i. The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for pre-qualification of bidder(s). Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Bidder(s) must read the tender document very carefully before signing on it.
 - b) **Financial Bid: (.xls):** Bidder(s) must read the terms and conditions as mentioned in this tender document and submit the form accordingly. Bidder(s) are required to check the prices / amount carefully before uploading financial bid.
3. Submission of more than one bid is not allowed and shall result in disqualification of the bidder.
4. **Validity of bids:** Bid submitted by the Bidder(s) shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of bid (Technical and Financial), including extensions, if any.
5. IFCI reserves the right to reject any or all the bids without assigning any reasons thereof.
6. **Authorization and Attestation:** Bidder(s) must submit an Authorization Letter or valid Power of Attorney on behalf of firm for signing the document.
7. The Standard Terms and Conditions of this RFP also form part of the Limited e-Tender specifications. The information furnished shall be complete by itself. Bidder(s) are required to furnish all the details and other documents as required.
8. Bidder(s) are advised to study the tender documents carefully.
9. Any conditional bid received shall not be considered and will be summarily rejected in very first instance without any recourse to IFCI Ltd.
10. Any submission of bid shall be deemed to have been done after careful study and examination of this RFP document and with the full understanding of the implications thereof.
11. In case of any doubt about the meaning of any portion of this RFP or any discrepancies or omission(s) in the scope of work or any other portion of this RFP or any incomplete portion or requires clarification on any aspect, scope of work etc. Bidder(s) shall contact the authority inviting the tender as per date and time mentioned in Chapter 1, Section 3: Key Events and Dates.

Printing of Annual Report of IFCI Limited for FY 2025-26

12. Bidder(s) request for clarification shall be with reference to Sections and Clause numbers given in this RFP document.
13. The specifications and terms and conditions shall be deemed to have been accepted by the Bidder(s) in their offer.
14. Non-compliance with any of the requirements and instructions of this RFP document may result in rejection of the tender.
15. This document has not been filed, registered, or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
16. This document constitutes no form of commitment on the part of IFCI. Furthermore, this document confers neither the right nor any expectation on any party to participate in the tendering process.
17. Merely participation in this Tender Document by any party does not confer or constitute any right of association with IFCI.

Printing of Annual Report of IFCI Limited for FY 2025-26

CHAPTER - 3

Eligibility Criteria

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

ELIGIBILITY CRITERIA FOR TECHNICAL QUALIFICATION OF THE BIDDER(S)

Bidder(s) fulfilling following Technical Eligibility Criteria shall be eligible for Financial Evaluation:

Sl. No.	Eligibility Criteria	Documents
1	The bidder should be a Company/ Firm/ Limited Liability Partnerships (LLP)/ Proprietary concern	The Certificate of Incorporation/ Document authenticating Legal Identity, with identity number if any.
2	The bidder should have minimum average turnover of Rs. 2.50 lakh for the last 3 financial years (from 2022-2023, 2023-24 And 2024-25)	Copy of the Audited Balance Sheet and / or Certificate of the Chartered Accountant specifying average turnover of the last 3 years.
3	The Bidder(s) should have positive net worth for last 3 financial years (from 2022-2023, 2023-24 and 2024-25)	Copy of the Audited Balance Sheet and/or Certificate of the Chartered Accountant specifying positive net worth
4	The bidder must have following valid certificates : ➤ Permanent Account Number ➤ GST Registration Number	Attested copy of certificates
5	The Contractor/bidder should be located in Delhi/NCR with in-house facilities including designing, printing, dispatch etc. to execute the job.	The bidder should submit signed and scan copy of detailed profile of the Organization.
6	The bidder should have successfully printed and supplied Annual Reports for a minimum of three (3) PSUs / PSBs / Public Ltd. Companies, reputed Financial Institutions, Business or Industrial Houses, or Multinational Corporates, etc.	The bidder should submit proof in support. For this purpose, copies of work orders, bills raised as well as payment proof thereof or completion/performance certificate issued by concerned clients in support of satisfactory completion of work relating to printing of Annual reports can be submitted.
7	The bidder shall declare acceptability to all terms and conditions by IFCI via Tender acceptance letter.	An Undertaking to this effect should be submitted. Annexure 2
8	The Bidder to confirm that the bid is not submitted in Consortium as well as Sub-contracting	Declaration in this regard by the authorized signatory of the bidder.
9	For quality assurance : The agency should be possessing a valid (as on date of bid submission) ISO 9001:2008 / ISO 14001:2004 / OHSAS 18001:2007 or FSC CoC certified by SCS USA. The certification must be valid for this financial year.	Scanned copy of certification must be attached. An undertaking for the validity of the certificate must be attached.
10	The Bidder Company should not currently have been blacklisted by any Government Department/ PSU or under a declaration of	Self-declaration on Bidders' company letter head

Printing of Annual Report of IFCI Limited for FY 2025-26

Sl. No.	Eligibility Criteria	Documents
	ineligibility for fraudulent or corrupt practices of inefficient/ ineffective performance.	

IMPORTANT NOTE:

IFCI reserves the right to examine the details furnished by the Bidder(s). The Financial Bids of only those Bidder(s), who qualify minimum eligibility criteria and fulfilling terms and conditions specified in technical bid only will be opened. IFCI reserves the right to reject the Bid without assigning any reason thereof.

Printing of Annual Report of IFCI Limited for FY 2025-26

CHAPTER - 4

Scope of Work

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

Printing of Annual Report of IFCI Limited for FY 2025-26

Scope of Work

Bids are invited from the Eligible Printer for Printing of Annual Report of IFCI Limited for FY 2025-26 for the following job of Printing:

The scope of work shall include printing of Ordinary IFCI's Annual Report in English and Hindi for the financial year 2025-26 as per specifications given hereunder and supply of specified number of annual reports at IFCI's Registered Office, New Delhi.

The selected printer should have compatible software to convert the text/data provided by IFCI in Excel/Word format to the relevant format without committing any errors/mistakes/omissions/distortions at their end.

“The Selected Printer / Designer should be available at IFCI Tower till finalisation of Annual Reports and Translator for Hindi Translation from English matter should also be available in IFCI Tower so that adequate co-ordination is possible between the selected printer’s translator and Hindi Cell/Corporate Communications team at IFCI.”

Part A: Tentative requirement of Printing of Annual Report 2025-26 is as under:

Ordinary Version	
English	250
Hindi	100
Total	350

(Quantity may vary \pm 10% of the tentative requirement).

- It will be the sole responsibility of the selected printer to install a temporary DTP station at IFCI Tower for all pre-printing work pertaining to processing, designing, proof reading and Hindi translation etc., along with deputing an official having good knowledge of designing, typing in English and Hindi so as to facilitate last minute editing, if any, in the manuscript of the annual report. No other space belonging to IFCI shall be occupied by the selected printer without the written permission of IFCI.
- Translation Work (from English to Hindi) and its proof reading will be the sole responsibility of the selected printer. If required, printer may engage Rajbhasha expert for ensuring accurate and timely translation of Hindi Balance Sheet.
- Since the work is of specialized nature, to be delivered in a time-bound manner, the selected printer shall employ qualified, skilled and well-experienced and suitable expert staff for all the working days. If necessary, bidders have to ensure that suitable staff for this job shall also work on Saturdays/Sundays/Holidays, as and when required by IFCI without any extra payment. Please note that penalty shall be levied for gross mistakes like omissions of figures/text and excessive mistakes in the proof provided by the selected printer. Hence, the selected printer shall be required to double-check the proofs being forwarded to IFCI for corrections.

Printing of Annual Report of IFCI Limited for FY 2025-26

Delivery of annual report should be completed within 30 days from the date of award of contract / furnishing of entire content of Annual Report

- Any delay in delivery of Annual Reports by the selected printer shall be treated as default in compliance of the terms and conditions of the tender.
- The job of printing includes frequent proof-reading, translation of entire annual report in Hindi, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports to IFCI.
- The printer would have to accept total responsibility for perfect execution of the job within the stipulated period as decided by IFCI.
- The entire lot of Annual Report (English & Hindi) is required to be supplied at our Registered Office, New Delhi without any additional cost.

The bidder quoting the lowest consolidated rates offered at Price **Bid Format** would be considered for award of work.

Part B: ORDINARY VERSION (SPECIFICATIONS)

Specifications for Annual Report are as under:

Particulars	Size	No. of Pages	Paper to be used	No. of copies	
Ordinary Version	21 X 27 cm	280+4	60 GSM maplitho 'FSC' certified	English →	250
				Hindi →	100
				Total →	350

Designing: Design for cover page as well as for inside pages of Ordinary version will be done by the printer and finalized/approved by IFCI.

Hindi translation of entire annual report will be provided by the printer within stipulated time-frame. The bidder will be responsible for accuracy of translated version.

Entire proof reading will be done by the printer and final proofs will be submitted to IFCI for approval.

Printing: Quality web offset, single colour printing of content and coloured 2 cover pages (designed).

Binding: Section sewing, cover creasing and perfect binding.

Any other services which are not covered but necessary for smooth and trouble free printing of entire job(s) are also deemed included in the scope of work.

The sample papers proposed to be used as per specifications for cover pages and content pages are to be submitted separately duly affixing the company seal thereon.

Printing of Annual Report of IFCI Limited for FY 2025-26

Payment Terms & Conditions:

- Payment will be made within 10 days OR as per GEM Standard Policy post-delivery of Annual Reports after physical invoice raised.
- All the payment will be made by IFCI, HO, New Delhi, electronically through RTGS/ NEFT by crediting the same in Vendors Bank Account as per details furnished in the Bank Mandate Form.

Delivery of Annual Report

Delivery of annual report should be completed within 30 days from the date of award of contract and Delivery would be made by the Printer at the following address:

Smriti Arora, AGM, IFCI
Limited
IFCI Tower, 15th Floor
61 Nehru Place
New Delhi- 110019

Transportation Cost etc. would be borne by the successful bidder and no additional payment would be paid by IFCI.

CHAPTER - 5

Bid Submission and Evaluation Guidelines

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

Bid Submission and Evaluation Guidelines

RFP document submission is required to be done as under:

Tender documents (Technical & Financial Bid) should be submitted online on GEM Portal <https://gem.gov.in/>

Bid Submission

Bidder(s) who wish to participate in this tender must be registered as seller at <https://gem.gov.in/>

Bidder(s) shall submit their offer online in an electronic format both for "Technical" and "Financial bid".

- a. Before submitting the bid, the bidder(s) shall ensure that all the documents and annexures being uploaded are self-certified/ signed by the Bidder(s).
- b. On-line submission of bids: Online bids will have to be submitted within the time specified on website <https://gem.gov.in/>

Technical Bid (Eligibility Criteria)

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

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

Financial Bid

The rates as given in the financial bid shall be quoted in figures and the rates must be inclusive of all taxes. The bidder(s) are required to check the prices/amount carefully before uploading the financial bid.

- a. Only one bid would be considered from one firm/company.
- b. The Bidder(s) are also advised to visit the website 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.

Prospective bidder(s) will be notified of the amendment which will be final and binding on all the bidder(s) via notification on the GEM Portal and IFCI Website only.

In order to allow prospective bidder(s) reasonable time to take the amendment into account, in preparing their Bid, IFCI at its discretion, may extend the deadline for the submission of Bid.

Printing of Annual Report of IFCI Limited for FY 2025-26

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 would be liable to be rejected.
- Bid(s) submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and would be liable to be rejected by IFCI.
- The evaluation of the bids will only be based on the documents uploaded online on GEM Portal <https://gem.gov.in/>
- The bid(s) shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable to be rejected.
- In the first stage, only TECHNICAL BID will be opened and evaluated for the Bidder(s) qualifying the eligibility criteria. Bidder(s) who satisfy the technical requirements as determined by IFCI, shall qualify for the FINANCIAL 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.
- IFCI reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and financial responses by the prospective bidder(s)), without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.
- IFCI's decision in respect of evaluation methodology and short listing of bidder(s) 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.

Transfer of Bid Document/ Award

Transfer of Bid(s) submitted 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 bid shall be finalized based on the information, available. It shall, therefore, be in the Bidder(s) interest to give complete and comprehensive technical particulars/description and details.

Evaluation of Technical Bids

IFCI will open all bids in the presence of Bidder's representative(s) who choose to attend bid opening meeting at time, date and place specified in Key Events and Dates section. The Bidder's representative(s), attending bid opening meeting, shall sign a register/attendance sheet evidencing their attendance.

IFCI reserves the right to open the bid(s) at the stipulated/notified time & date, even if bidder(s) express their inability to attend the opening of bid(s).

Printing of Annual Report of IFCI Limited for FY 2025-26

Bidder's representative(s) shall bring an authority letter on the firm's letter head to attend / represent the bidder in the meeting, else the person shall not be allowed to attend the meeting.

IFCI will evaluate and compare the bids which have been determined to be substantially responsive.

Price Evaluation Criteria

Bidder(s) should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes for entire scope of work as per Price bid format included of this tender document.

CHAPTER - 6

Standard Terms & Conditions

For

Printing of Annual Report of IFCI Limited for FY 2025-26

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower
61 Nehru Place, New Delhi - 110019
Phone: 011-4173 2000**

Standard Terms and Conditions

Clarification of Tender Document

The prospective Bidder(s) requiring any clarification may notify IFCI in writing or by e-mail as specified in Key Events and Dates section.

Amendment of Tender Document

At any time prior to the last date and time of receipt of bid, IFCI may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder(s) may modify the Tender Document by an amendment. In order to accord prospective Bidder(s) reasonable time to prepare their bid, IFCI may, at its discretion, extend the last date and time for submission of Bid.

Completeness of Response

Bidder(s) 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 this RFP document with full understanding of its implications.

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

Proposal Cost

IFCI shall not be liable for any cost incurred by bidder(s) in preparing responses to this RFP 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(s) may provide any other information/description like performance figures specified/ indicated along with supporting documents/calculations.

Validity of the Bid

The Bid shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of Bid (Technical and Financial), including extensions, if any.

In exceptional circumstances, IFCI may solicit the Bidder(s) consent for extension of the period of validity. The request and response thereto shall be made in writing.

Exclusivity

IFCI will choose one (1) successful bidder to provide the required services. Further, no Consortium bids as well as sub-contracting in any form, shall be accepted.

Micro & Small Enterprises (MSEs)

Bidder(s) claiming exemption for Micro and Small Enterprises (MSEs) shall provide copy of valid Registration Certificate. MSE Bidder(s) shall provide certificate of registration from either of following agencies:

- National Small Industries Corporation;
- 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(s) are registered with any of the aforesaid agencies.

MSE - Allocation

As the nature of this procurement is such that it cannot be split, hence MSME allocation will not be applicable for this procurement.

Preference to Make in India (MII)

Purchase preference to Class-I Local supplier i.e., a service provider whose services offered for procurement meets the minimum local content (at present 50%) would be given as per order issued by Ministry of Commerce & Industry (Public Procurement Section), GOI vide their Letter No. P-45021/2/2017-PP(BE-II) dated 16/09/2020.

Language

The Bidder(s) 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.

1. 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.
2. If there is a discrepancy between words and figures, the amount in words shall prevail.

Note: If Bidder does not accept the correction of errors, their bid will be rejected.

Rejection of Bid

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

(i) General Rejection Criteria

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidder(s) 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 evidence 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.

(ii) Technical Rejection Criteria

- Technical Bid containing financial details.
- Revelation of Prices in any form or by any reason before opening the Financial 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.
- Bidder(s) 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.

(iii) Financial Rejection Criteria

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

Confidentiality of the Document

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 by any means, IFCI holds the right to take such action as may be necessary.

Conflict of Interest

Bidder(s) must disclose to IFCI in their proposal any potential conflict of interest, including any conflict which may involve IFCI employees who may have a financial interest in the Bidder.

Printing of Annual Report of IFCI Limited for FY 2025-26

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

Non-Collusion

Bidder shall not discuss or communicate, directly or indirectly, with any other Bidder or their agent or representative about the preparation of their Proposal. Bidder 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 bid 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. IFCI reserves the right to reject (during any stage of the Tendering 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.

Clarification of bids

During evaluation of Bids, IFCI, at its discretion, may ask the Bidder(s) for clarification on their Bid submitted. 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.

Debarment

In case of any misconduct or fraudulent practice, bidder may be debarred in accordance with Guidelines on "Debarment of firms from bidding" issued by Department of Expenditure, Ministry of Finance (O.M. No. F.1\20\2018-PPD) dt: 02/11/2021.

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 in which event IFCI may award the contract to any other bidder or call for new bids.

Good Faith Statement

All information provided by IFCI in this RFP is offered in good faith. Individual items are subject to change at any time. IFCI makes no certification that any item is without error. IFCI is not responsible or liable for any resulting claims arising out of use of this information.

Award of Contract

Before the expiry of the period of validity of the proposal, IFCI shall notify the **L1** Bidder in writing by letter or e-mail, 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 Bidder fails to accept the LOI/PO/Work Order, IFCI will be free to award the contract to other Bidder(s) in accordance with ranking subject to their matching price approved by IFCI.

Commencement of Work

The successful bidder shall commence services with three (3) days off award of contract or as per the schedule provided by IFCI and shall proceed with the same with due expedition without delay.

If the bidder fails to provide the services within stipulated time as per LOI/PO/Work Order or as intimated, IFCI at its sole discretion will have the right to cancel the contract.

Services shall be provided under the direction and to the satisfaction of IFCI.

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 contract/ 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 giving seven days' notice in the event of unsatisfactory

Printing of Annual Report of IFCI Limited for FY 2025-26

performance or on breach of any stipulated conditions or qualitative dimensions of the various services specified/agreed upon by the selected bidder, 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.
 - 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.
 - for any reason whatsoever, the selected bidder becomes disentitled in law to perform his obligations under this contract/agreement.
 - the bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the bidder being debarred in accordance with guidelines on "Debarment of firms from bidding" issued by Department of Expenditure, Ministry of Finance (O.M. No. F.1\20\2018-PPD) dt: 2/11/2021.

Indemnity

The 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 proceedings.

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 Bidder(s) and its Partner(s) 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

Any delay/failure in completion of the job as per the scope of work or part thereof will invite imposition of penalty @ 2% of the contract value per week and/or invocation of performance bank guarantee.

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 Bidder from full compliance with the RFP specifications and other contract requirements, if the Bidder 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 as 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 successful bidder informs 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; and
- 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.

Merger/ Acquisition of Bidder

In the event of the Bidder's Firm or the concerned division of the firm being taken over/bought

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over by another firm, all the obligations under the agreement with IFCI should be passed on for compliance to the new firm in the Negotiations for their transfer.

Delays in the Bidder's Performance

If at any time during performance of the Contract, the Bidder should encounter conditions impeding timely 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 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.

Preliminary Examinations

- IFCI will examine the Bids to determine whether they are complete, the documents have been properly signed, supporting papers/documents attached and the bids are generally in order.
- IFCI at its sole discretion, may waive any minor non-conformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- Prior to the detailed evaluation, IFCI will determine the substantial responsiveness of each Bid to the Bidding document. For purposes of these Clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations.
- If a Bid is not substantially responsive, it will be rejected by IFCI and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Bidder(s) are expected to examine all instructions, forms, terms and specification in this RFP. Failure to furnish all information required by this RFP or to submit a Bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of Bid.

Reservation Right

Bidder(s) will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to IFCI, nor shall bidder(s) have the right to withdraw a proposal once it has been submitted.

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 in this RFP document.

Transition Process

Upon termination or expiration of this Contract, IFCI and the Bidder shall reasonably cooperate with each other to affect a smooth transition so as not to impose undue hardship.

Liquidated Damages and Penalties

If the Selected Bidder fails to provide the Services within the time period(s) specified in the Contract, IFCI shall, without prejudice have the right to execute all other remedies under the Contract.

The Bidder covenants to be bound by the decision of IFCI without any demure in such an eventuality.

Confidentiality of Information

Disclosure of any part of 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.

ARBITRATION & RECONCILIATION:

- i) In case amicable settlement is not reached in the event of any dispute, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to sole arbitrator. Arbitrator shall be appointed by mutual consent.
- ii) The award of the Arbitrator shall be binding upon the parties to the dispute.
- iii) The provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The seat, venue and place of arbitration shall be New Delhi.
- iv) The cost of arbitration shall be borne equally by both the parties.
- v) Work under the contract shall be continued during the arbitration proceedings.

Miscellaneous Terms & Conditions:

- a. This tender document contains information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with IFCI. Neither IFCI nor any of its employees, agents, contractors, or advisors gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document;

Printing of Annual Report of IFCI Limited for FY 2025-26

- b. Each respondent should notify IFCI Ltd of any error, omission, or discrepancy found in this tender document;
- c. A Respondent will, by responding to IFCI Ltd for tender, be deemed to have accepted the terms of this RFP;
- d. Selected bidder shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by IFCI, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents;
- e. The Bidder(s) are requested to submit their bids (technical and financial) prior to last date of submission to avoid any technical or other difficulty resulting in non-submission of their bids due to non-availability of portal at last moment and or any other reason whatsoever;
- f. At any time prior to the deadline for submission of Bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum;
- g. Bidder should provide all the information ensuring its completeness and accuracy, in the desired format in clear and unambiguous manner.
- h. Each bidder shall submit only one bid for a single assignment.
- i. If any false information/ documents are provided/ submitted in the bid document, IFCI reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ appointed firm, as may be appropriate.
- j. The successful Bidder shall nominate a Nodal Officer, within 2 days from the award of the work/contract. Details of the Nodal Officer should be given to IFCI immediately after his/her nomination for timely and smooth interaction.

Printing of Annual Report of IFCI Limited for FY 2025-26

CHAPTER - 7

ANNEXURES

For

Printing of Annual Report of IFCI Limited for FY 2025-26

IFCI Limited

RFP No. IFCI/CCD/GEM/2026/01

**IFCI Limited, IFCI Tower,
61, Nehru Place,
New Delhi – 110019.
Ph. 011-4173 2000**

Printing of Annual Report of IFCI Limited for FY 2025-26

Annexure 1

Offer Forwarding Letter /Tender Submission Letter

(To be submitted on Bidder's letter head)

To
General Manager (CCD)
IFCI Limited,
IFCI Tower, 61 Nehru Place
NEW Delhi -110019

Dear Sir,

Subject: Printing of Annual Report of IFCI Limited for FY 2025-26

This is in reference to your above-mentioned tender. Having examined the tender document, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by IFCI.

Further, I/we agree, that IFCI reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that IFCI reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Tender Acceptance Letter

(To be submitted on Bidder's letter head along with Technical Bid)

To

General Manager (CCD)
IFCI Limited,
IFCI Tower, 61 Nehru Place,
NEW Delhi -110019

Dear Sir,

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No: _____

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, I/We hereby enclose my/our offer, as detailed in your above referred RFP.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/ entirety.

I/We hereby declare that my/our Firm/Company has not been blacklisted/ debarred /banned or disqualified by any Government or any Government agency including PSUs, Public Sector Banks / Public Sector Insurance Companies, during a period of last three year.

Further, I/We hereby declare that none of my/our partners /directors of my/our Firm/Company 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 is filed/pending during a period of last three years.

I/We certify that all information furnished by my/our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then IFCI shall without giving any notice or reason can 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.

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We 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/We further certify that I/We am/are authorized to represent on behalf of my/our firm/company for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

I/We hereby confirm that I/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.

Printing of Annual Report of IFCI Limited for FY 2025-26

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

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact, and acceptance to Reverse bidding process.

I/We confirm that my/our firm/company has not been referred to NCLT by any creditor. I/We further confirm that my/our firm/company and/or Promoters/Directors have not been convicted under Criminal law by Competent Court or Higher Court.

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

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Bidder's General Information & Eligibility Criteria

Subject: Printing of Annual Report of IFCI Limited for FY 2025-26

Sl. No.	Particulars (Information Required)	Bidder's response	Document Page Nos.
1	Name of the Company/ Firm/ Limited Liability Partnerships (LLP)/ Proprietary concern		
2	Address of the Company/ Firm/ Limited Liability Partnerships (LLP)/ Proprietary concern		
3	Year of Registration/Incorporation		
4	Name & Telephone Number of the Proprietor/person to whom all references shall be made regarding tender: (i) Name of the person (ii) Telephone No (Landline) (iii) Mobile No. (v) E-mail Id		
5	Whether MSME/ MSE (Attach valid MSME certificate)		
6	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> • Name of the Bank • Branch and address • IFSC Code 		
7	The bidder should have positive net worth for last 3 financial years (from 2022-2023, 2023-24 and 2024-25)		
8	The bidder should have minimum average turnover of Rs.2.50 lakh for last 3 financial years (from 2022-2023, 2023-24 and 2024-25)		
9	The bidder must have following valid certificates : ➤ Permanent Account Number GST Registration Number		
10	The bidder should be located in Delhi/NCR with in-house facilities including designing, printing, dispatch etc. to execute the job.		
11	The bidder should have successfully printed and supplied Annual Reports for PSUs/ PSBs/ Public Ltd. Companies/ reputed Financial Institution/Business or Industrial House/ Multinational Corporate etc.		
12	The bidder shall declare acceptability to all terms and conditions by IFCI via Tender acceptance letter.		
13	The Bidder to confirm that the bid is not submitted in Consortium as well as Sub-contracting		
14	For quality assurance : The agency should be possessing a valid as on date of bid submission ISO 9001:2008 / ISO 14001:2004 / OHSAS 18001:2007 or FSC CoC certified by SCS USA. The certification must be valid for this financial year.		

Printing of Annual Report of IFCI Limited for FY 2025-26

Sl. No.	Particulars (Information Required)	Bidder's response	Document Page Nos.
15	The Bidder Company should not currently have been blacklisted by any Government Department/ PSU or under a declaration of ineligibility for fraudulent or corrupt practices of inefficient/ ineffective performance.		

Note: Bidder(s) should submit all the required documents as per Eligibility Criteria and should also mention all the page numbers of supporting documents of Eligibility Criteria.

Date:

Place:

[Signature]

(Name of Authorised Signatory)

Designation

[Company Seal]

Financial Bid Format

Printing of Annual Report of IFCI Limited for FY 2025-26

Note: Price Bid mentioned here is for illustration purpose only. Bidder(s) must upload the Financial Bid in Excel Format on **GEM PORTAL separately**. Financial Bid should not be uploaded in any case along with Technical Bid Documents. If any bidder uploads the Financial Bid along with Technical Bid, the said bidder is liable to be disqualified/rejected and their bid will not be considered for further evaluation.

To
 General Manager (CCD)
 IFCI Limited,
 IFCI Tower, 61 Nehru Place,
 NEW Delhi -110019

Dear Sir,

(Amount in Rupees - Inclusive of Taxes)

Sl. No	Description	English Quantity	Hindi Quantity	Unit price for English (In Rs.)	Unit price for Hindi (In Rs.)	Total Price for English (In Rs.)	Total Price for Hindi (In Rs.)	Total for (English + Hindi) (In Rs.)	GST* (Please Specify (In Rs.))	Total Price (Inclusive of GST)* (In Rs.)
1	2	3	4	5	6	7 (3x5)	8 (4x6)	9 (7+8)	10	11 (9+10)
A. ANNUAL REPORT										
1	Charges (excluding cost of paper) for designing, printing, production, finishing, binding, proof reading any other associated work etc.	250	100							
2	Cost of 60 gsm maplitho "FSC" certified paper for 280+4 pages	250	100							
B. TRANSLATION OF ANNUAL REPORT IN HINDI										
3	Translation of entire annual report from English to Hindi	280 pages + 4 Pages								
4	GRAND TOTAL (A+B)									

Printing of Annual Report of IFCI Limited for FY 2025-26

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

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

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

Note:

1. Cost of addition or deletion of pages will be calculated as proportion to the cost derived for 280 pages /or cost of increase or decrease in quantity will also be calculated as proportion to the cost of one copy of Annual Report.

2. In case of increase or decrease in the pages for Translation only, the cost will be derived as proportionate to the cost of 280 pages. All the terms and conditions contained in the Tender Document are acceptable to us.

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Declaration by Authorised Signatory of Bidder

(To be submitted on Bidder's letter head)

To,

General Manager
Corporate Communications Department
IFCI Limited,
IFCI Tower, 61 Nehru Place
NEW Delhi -110019
Dear Sir,

Subject: Declaration by Authorized Signatory

Ref: Name of Tender and RFP No.....,

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We 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/We further certify that I/We am/are authorized to represent on behalf of my/our firm/company for the above mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Escalation Matrix

[To be submitted along with Technical Bid]

Tender No: -----

Dated:

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

Name	Company	Designation	Mobile	Phone	Email address

Date:

Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Format of sending Pre-bid queries

Subject: Printing of Annual Report of IFCI Limited for FY 2025-26

Tender No: -----

Dated:

Name of the Bidder:

Contact Address of the Bidder:

Sl. No.	Section Number	Page Number	Query

Date:

Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Declaration for Relation in IFCI Ltd
(To be submitted on Bidder's letter head)

To,

General Manager
Corporate Communications Department
IFCI Limited,
IFCI Tower, 61 Nehru Place
NEW Delhi -110019

Dear Sir,

Subject: Declaration for relation in IFCI Ltd.

I/We hereby submit the following information pertaining to relation/relatives of Directors/
Employee(s) employed in IFCI

Tick (✓) any one as applicable:

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

OR

2. The Director(s), Executives, of my/our Firm have relation/relatives employed in IFCI Ltd. and their particulars are as below:

(i)

(ii)

Date:

Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

Declaration that the Bidder has not been blacklisted

(To be submitted on Bidder's letter head along with Technical Bid)

To
General Manager
Corporate Communications Department
IFCI Limited,
IFCI Tower, 61 Nehru Place
NEW Delhi -110019

Subject: RFP for Printing of Annual Report of IFCI Limited for FY 2025-26

Dear Sir,

I/We confirm that my/our firm/company is not blacklisted in any manner whatsoever by any central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government Organizations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of our firm/company and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]

In absence of above declaration/certification, the Bid is liable to be rejected.

No Deviation Certificate
(To be submitted on Bidder's letter head)

To,

General Manager
Corporate Communications Department
IFCI Limited,
IFCI Tower, 61 Nehru Place,
NEW Delhi -110 019
Dear Sir,

Subject: No Deviation Certificate

Ref: RFP/Tender No..... ,

I/We hereby confirm that I/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 my/our tender shall be deemed to be withdrawn.

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

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact, and acceptance to bidding process.

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

Date:
Place:

[Signature]
(Name of Authorised Signatory)
Designation
[Company Seal]