



IIFCL Asset Management Company Ltd.

(A Wholly owned subsidiary of IIFCL, A Govt. of India Enterprise)

5th Floor, Plate A, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110023

Phone: 91-11-24665900-10

Website: www.iifclmf.com

Tender No: IAMCL:GAD:01:2019-20

TENDER FOR PRINTING OF ANNUAL REPORT OF IAMCL & IIFCL Mutual Fund (IDF) FOR FY 2018-19

Date of Issue	November 11, 2019
Last date of submission of bid	November 18, 2019
Date of Opening of Financial Bids (only for those bidders who qualify in the Technical Bids)	November 18, 2019

INSTRUCTION TO BIDDERS

1	Work	Printing of Annual Report 2018-19 (Scope of work at Annexure I & II)
2	Tender Enquiry No	IAMCL/GAD/01/2019-20
3	Eligibility Criteria	(i) The tenderer should be a registered firm engaged in printing and publishing with minimum experience of 05 (FIVE) Years. The tenderer should have sufficient infrastructure and technical expertise to undertake the work. (ii) All the printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with in house press only. (iii) The bidder should have experience of similar multi-colour printing work. The bidder is required to submit the proof of Annual Report.
4	EMD	The bidder shall deposit an Earnest Money Deposit of an amount of Rs. 10,000/- (Rupees Ten Thousand only) by way of Demand Draft drawn in favour of "IIFCL ASSET MANAGEMENT COMPANY LIMITED" (issued by any Nationalized /Scheduled Bank payable at Delhi), which will be refunded in respect of unsuccessful tenderer(s). THE DEMAND DRAFT OF EMD SHOULD BE PLACED IN THE TECHNICAL BID COVER ONLY.
5	Submission of Offer	Two Bid System: Two bid system will be followed in this tender. Under this system, the bidder must submit Technical bid and Commercial bid in two separate sealed envelopes. These envelopes should be securely sealed and stamped separately and clearly marked as "Envelope No: 1-Technical Bid" and "Envelope No: 2- Commercial Bid" respectively. EMD should be placed in the Technical Bid. These two separate sealed envelopes should be placed in single envelope super scribing the tender No IIFCL: GAD: 01/2019-20 and description of the item.
6	Last Date for submission of bids	Date: November 18, 2019 Time : 11:00 Hrs.
7	Opening of Commercial Bid	Date November 18, 2019 Time: 15.30 Hrs at IIFCL, 5th floor, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110001. Parties shortlisted on the basis of technical bid should only be eligible to participate.
8	Commencement of Operation	The work shall commence immediately on issue of work order and shall be completed as stipulated in delivery schedule.

TERMS AND CONDITIONS OF CONTRACT

1. Design and Layout of Annual Report:

- (a) Each tenderer should submit 3 design and layout (both for cover/inside). A sample three page material would be provided by IAMCL for design purpose.
- (b) Of all the designs submitted by the agencies, a suitable design will be selected by the HEAD OPERATION, IAMCL and ownership of selected design rests with the HEAD OPERATION, IAMCL
- (c) HEAD OPERATION, IAMCL shall be free to use the design in electronic, print or any other medium. All Rights of reproduction, editing, publicity and future use shall rests with IAMCL unless otherwise stated explicitly and agreed at the time of acceptance of design.

2. Preparation and submission of tender documents:

- (a) The tenderer has to submit the tender document duly signed on all pages by an authorized person and his/her full name and status is indicated below the signature along with official stamp of the firm. Submission of wrong/ forged information/document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) The tenderer shall enclose the following along with the Technical Bid. Any tender documents without these shall be invalid and rejected.
 - i. List of Organizations/ Customer dealt by the tenderer.
 - ii. Copy of registration certificates, Viz. GST Registration, TIN number, PAN Card etc.
 - iii. Sample papers, with the description of the paper viz brand, make, GSM etc.,
 - iv. Sample copies of Annual Reports printed .
- (c) Tender received without required EMD or lesser amount will be summarily rejected.
- (d) The tenders not in possession of valid statutory license/registrations are liable for rejections.
- (e) The tender submitted by the firm/agency shall remain valid for 60 days from the date of opening Tender for the purpose of acceptance and award of work. Validity beyond 60 days from the date of opening shall be by mutual consent.
- (f) No tendered will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period otherwise the EMD submitted by the tendered would stand forfeited.
- (g) EMD will be liable to be forfeited if the tendered selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

3. Work Order and Security Deposit:

- (a) A work order shall be issued to successful tendered. The tendered shall deposit an amount of an amount of Rs. 10,000/- (Rupees Thirty Thousand only) by way of Demand Draft drawn in favour of “India Infrastructure Finance Company Limited” (issued by any Nationalized /Scheduled Bank payable at Delhi).
- (b) The security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract, if any, sustained by the Institute on account of failure or negligence on the part of successful tendered. The same would be released on expiry/termination of the contract after adjustment of dues, if any.

4. Right of IAMCL:

- (a) IAMCL reserves right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) IAMCL reserves the right to accept or reject any or all the tenders at any stage of the tendering process without assigning any reason whatsoever and IAMCL’s decision shall be final and binding on the tendered.
- (c) IIFCL reserves the rights to suitable increase/reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses of the tender document or the contract document, interpretation of the clauses by the IAMCL shall be final and binding on all parties.

5. Breach of Terms and Conditions:

- (a) The work order can be terminated by the IAMCL if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure/termination of contract.
- (b) In case of breach of any terms and conditions as mentioned above, IAMCL shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by IAMCL in that event the security deposit shall also stands forfeited.

6. Dispute Settlement:

- (a) It is mutually agreed that all differences and disputes arising out of or in connection with this agreements shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Chief Executive officer, IAMCL whose decision shall be final and binding on both the parties.
- (b) It is also agreed that in case of any disagreements/disputes in connection with the contract, the same shall be settled under the court of Law within its jurisdiction at New Delhi. The contract will be interpreted under Indian laws.

SCOPE OF WORK:

SPECIFICATION SHEET

- (I) **Job:** Designing and printing of **Annual Report of IAMCL** for the year 2018-19 (English & Hindi) with single book binding.
- (II) **Quantity:** English language 80 copies and Hindi language 80 copies as per specifications given below:-
- Four colors in Annual Report
 - 300 GSM Paper for cover & 100 GSM paper for inside
 - Perfect binding with section sewing
 - The Annual Report broadly comprises the following documents:

S.No.	Document
1	Notice
2	Director's Report
3	Comments of the Comptroller and Auditor General of India
4	Independent Auditor's Report
5	Balance Sheet
6	Profit and Loss Account
7	Cash Flow Statement
8	Notes to Accounts
9	Attendance Slip
10	Proxy Form

No. of Pages: 50 approx. (inside) + cover (Front & back) **(Rates for (+/-) 4 pages should be quoted separately.**

(III) Work Schedule:

- (a) Design, typesetting and submission of proof material: within 5 days of issuance of work order.
- (b) Printing, binding and delivery of Annual Report: within 10 days of final approval of proof material.
- (c) Hindi Annual Report: Further 7 days for designing & translation after delivery of English Annual Report. **Translation work as well proof reading to be done by the successful bidder. The printed Hindi Annual Report needs to be delivered within 15 days of delivery of English Annual Report.**

Other Points:

- (a) The successful bidder would be provided text material in English.
- (b) The successful bidder is required to provide proof in English and upon approval of the same by IAMCL final printing shall be carried.
- (c) The successful bidder will need to undertake translation of English Text material to Hindi and submit the same to IAMCL for approval. Only on approval of the same, printing shall be carried.
- (d) A very high quality printing is required. The work done in slipshod manner would not be accepted.
- (e) **Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.**

Annexure-II

SCOPE OF WORK:

SPECIFICATION SHEET

(IV) **Job:** Designing and printing of Annual Report of IIFCL Mutual Fund for the year 2018-19 (English & Hindi) with single book binding.

(V) **Quantity:** English language 30 copies as per specifications given below:-

- Four colours in Annual Report
- 300 GSM Paper for cover & 100 GSM paper for inside
- Perfect binding with section sewing
- The Annual Report broadly comprises the following documents:

S.No.	Document
1	Trustee Report
2	Portfolio
3	Independent's Auditor Report
4	Balance Sheet
5	Revenue Account
6	Cash Flow
7	Perspective Historical per unit Statistics
8	Schedules

No. of Pages: 30 approx. (inside) + cover (Front & back) **(Rates for (+/-) 4 pages should be quoted separately.**

(VI) Work Schedule:

- (d) Design, typesetting and submission of proof material: within 7 days of issuance of work order.
- (e) Printing, binding and delivery of Annual Report: within 10 days of final approval of proof material.

(VII) Other Points:

- (f) The successful bidder would be provided text material in English.
- (g) The successful bidder is required to provide proof in English and upon approval of the same by IAMCL final printing shall be carried.
- (h) The successful bidder will need to undertake translation of English Text material and submit the same to IAMCL for approval. Only on approval of the same, printing shall be carried.
- (i) A very high quality printing is required. The work done in slipshod manner would not be accepted.
- (j) **Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.**

Signatures of the tenderer(s) with seal

Place

Date

Annexure-III

IIFCL Asset Management Company Ltd.

5th Floor, Plate A, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110023

TECHNICAL BID

(To be sealed and placed in separate envelop super scribe "Technical Bid")

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for printing of Annual Report as follows.

1	Name of the firm	
2	Address & Telephone No and Email if any	
3	Status of firm and details of owner/Partner/Director	
4	Registration/Details Attach copy of certificate(s) I. GST Registration No II. Pan Number III. VAT Registration/ TIN Number	
5	List of institutions/organizations where the firm carried out similar works	
6	Status of Income Tax return (attach copy of last income tax return)	
7	Whether the company has been black listed or not by any State Government / Central Government/ PSU	
8	Sample papers to be used with description of brand, make, GSM etc.	
9	Copies of Annual Reports printed in recent period	
10	Sample design and layout (2 design to be enclosed)	

Signature of the Tenderer with Seal

Place:

Date:

Annexure – IV
IIFCL Asset Management Company Ltd.

5th Floor, Plate A, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110023

COMMERCIAL BID

(In a separate envelope)

(To be sealed and placed in separate envelope super scribed “Commercial Bid”)

Name of the work: Printing of Annual Report of IAMCL for the year 2018-19

S.No	Description of Work	Rate per Copy in Rupees	Total amount in Rupees
1	Printing of Annual Report of IAMCL for the year 2018-19 for approx. 50 pages, English Version (80 copies) & Hindi Version (80 copies)	English Hindi	
2	Translation Charges for translation of English Text material of the Annual Report to Hindi	Lump Sum cost	
3	Extra (+/-) 4 pages beyond 50 pages	English Hindi	
	TOTAL		

GST payable extra.

TDS deduction as applicable.

Signature of the Tenderer with Seal

Place:

Date:

ANNEXURE IV

Contents of the Annual Report of IAMCL

1. Notice
2. Map
3. Director's Report along with Annexures
4. Comments of the Comptroller and Auditor General of India
5. Independent Auditor's Report
6. Balance Sheet
7. Profit and Loss Account
8. Cash Flow Statement
9. Notes to Account
10. Attendance Slip
11. Proxy Form

Annexure – III

IIFCL ASSET MANAGEMENT COMPANY LIMITED (IAMCL)

5th Floor, Plate A, Office Block 2, NBCC Tower, Kidwai Nagar (East), New Delhi-110023

COMMERCIAL BID

(In a separate envelope)

(To be sealed and placed in separate envelope super scribed “Commercial Bid”)

Name of the work: Printing of Annual Report of IIFCL Mutual Fund for the year 2018-19

S.No	Description of Work	Rate per Copy in Rupees	Total amount in Rupees
1	Printing of Annual Report of IIFCL Mutual Fund for the year 2018-19 for approx. 30 pages, English Version (30 copies)	English	
2	Extra (+/-) 4 pages beyond 30 pages	English	
	TOTAL		

GST payable extra.

TDS deduction as applicable.

Signature of the Tenderer with Seal

Place:

Date:

ANNEXURE IV

Contents of the Annual Report of IIFCL Mutual Fund (IDF)

1. Trustee Report
2. Portfolio
3. Independent Auditor's Report
4. Balance Sheet
5. Revenue Account
6. Cash Flow
7. Perspective Historical Per Unit Statistics
8. Schedules