

Limited Tender Enquiry

No. IRFC/Admn/160/Vol.IX/AR (2020-21)/

Dated: 24-08-2020

10 Bidders (List Enclosed)

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IRFC Website

Sub: Quotation for Printing 33rd Annual Report (2019-20)

Dear Sir,

Indian Railway Finance Corporation intends to get its Annual Report (2019-20) published shortly. The detailed specifications etc. prescribed in respect of the printing and supply of the proposed Annual Report are as under:-

1.

- | | | | |
|-----|--|---|---|
| (a) | Size | - | 11" x 8.50" |
| (b) | Quantity | - | |
| | (i) English | - | 800 Nos. (Eight hundred only) |
| | (ii) Hindi | - | 150 Nos. (One Hundred & Fifty) |
| (c) | Cover paper | - | Important Art Card – 300 gsm (Matt or gloss) to be laminated and multi-colour printing in all 4 cover pages with U.V. coating. |
| (d) | Inner pages | - | All inner pages will be printed on Imported Art paper 130 gsm (Matt or gloss). There will be three colour printing in 188 inner pages and multicolour/ photograph printing in the other 12 inner pages. |
| (e) | Total No. of pages | - | Total number of pages are estimated to be 204. This includes 4 cover pages, 12 multi-colour inner pages and 188 three colour printing inner pages. |
| (f) | Please also give your suggestions for various options for the layout of inner pages. | | |
| (g) | All the cover pages have to be designed for three/multi-colour printing. The designs/art work needs to be prepared by you and got approved from IRFC before undertaking printing. Your quote should include your | | |

charges for this work as no additional charges will be payable for this work separately.

- (h) Hot foil leaf printing/stamping of IRFC Logo (single impression) on cover pages is also to be done. Your quote should include your charges for this work including Ultra Vires Coating on 4 cover pages and 12 inner multi-colour pages, as no additional charges will be payable for this separately.
2. In addition to the above, you are also required to provide five Sony DVDs (Readable only and packed in DVD Mailer) containing Annual Report in word format (Windows 2017)/Acrobat version 11.0 or higher, page by page co-relating to the printing copy of English and Hindi Version. No separate additional charge will be paid for the same. Your offer should provide for undertaking the replacement of DVDs free of charge if it is reported to be not working during one year period from the date of supply.
 3. The price quoted should be firm and should include the cost of art work/design making for three/multi-colour cover pages, Hindi typing from hand written Hindi manuscript material, phototypesetting, proofreading, processing, binding i.e. centre-stitching, Perfect Binding with central stitching, lamination of cover ultra vires coating etc. Further, price quoted should be firm and include cost of art paper, stitching, packing, lay out, designing, hot foil leaf printing/stamping of logo, Ultra Vire Coating, proof reading, Five Sony DVDs packed in DVD mailer, transportation etc.
 4. Taxes and Duties should be specifically mentioned separately in the quotation. In the absence of any stipulation in respect thereof, it will be presumed that the quoted price is inclusive of all taxes, duties, levies, VAT, GST, service charge etc.
 5. 100% payment shall be made within 15 days from the date of receipt of Bill and complete printed material and acceptance thereof by IRFC. The bill shall be prepared in duplicate and submitted to the Jt. General Manager (HRM)/IRFC at the above address.
 6. Your offer must be valid for 60 days.
 7. IRFC reserves the right to accept/reject any or all the quotations partly or fully without assigning any reason.
 8. The quotation should clearly indicate that you are agreeable to all the terms and conditions prescribed by IRFC. Conditional/incomplete quotations will not be considered.
 9. For printing Annual Report in English, typed material would be provided by us whereas in case of printing Annual Report in Hindi, printing material in manuscript will be made available and printer will arrange Hindi typing at his own cost.
 10. The proof reading will be done by the printer and the above quoted rate should include the cost of proof-reading also. However, the checked proof will be submitted by the printer within 6 days from the delivery of the printed material to printer by IRFC for approval. The checked proof will be returned to the printer within three days from the date of its receipts in this office.

11. The printed Annual Report should be neatly packed in bundles of only 25 Reports, Separately for English and Hindi and delivered to IRFC within ten days from the date of approval recorded on final proof for printing. No transportation charges shall be payable separately for the delivery of printed reports at the office of IRFC.
12. The printer shall provide all co-operation and assistance to IRFC Officials for inspection at the printing site.
13. In case, mistake(s) found in the checked proof, are notice in the printed material, the same will be removed/rectified and relevant pages replaced by the printer at no extra cost to IRFC. If the same is not done and if the contracted quality of paper is not used, you will not be entitled for full payment and you may be debarred for such work in future.
14. In case any dispute arises in the course of the execution of this work, either the decision of the Chairman & Managing Director/IRFC shall be final or if need be appointment of an Arbitrator will be made by the Chairman & Managing Director/IRFC, which will be accepted by the printer under all circumstances.
15. The completion of the work shall be deemed to be the essence of the contract. If however, the printer fails to complete the work, within the prescribed delivery period, the printer shall be liable to pay liquidated damages @0.5% per week limited to maximum of 5% of the total contract value.
16. The received quotations will be evaluated on the basis of items (a) and (e) of Quotation Performa and the work awarded to the lowest tenderer subject to other conditions as per rules.
17. The tender is liable not to be considered, if the bidder is found engaged in corrupt/fraudulent practices at any stage.
18. The print order will be for one year. However, if found suitable by IRFC, this can be repeated for another two years on the option of IRFC.
19. The quotation should be furnished in the enclosed Performa as per the format of Annexures - I.
20. Interested bidders may obtain further information (if required) from the Office of Indian Railway Finance Corporation Limited, UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003.
21. Bidders are also required to submit Balance Sheet of his firm for last 03 years, Profit & Loss Statement, Pan Card and Income Tax returns for last 03 years, work orders completion certificate, GST Certificate, exemption certificate if any, etc., The bidder who do not submit these documents shall be considered as ineligible.

22. Bids shall be received up to 11.00 hrs. On 14/09/2020 and Financial bids shall be opened on the same day at 11:30 hrs. (IST). IRFC shall not be responsible for any postal delay whatsoever. The time table for bid process is as follows.

Issue of Limited Tender Enquiry	24 / 08 /2020
Date of commencement of sale of RFP	24 / 08 /2020
Last Date of Sale of LTI	11/ 09/ 2020 upto 17.30 hrs.
Last Date & Time for receipt of Bid	14/ 09/ 2020 upto 11.00 hrs.
Date & Time of Opening of Technical & Financial Bids	14/09/2020
Place of submission and opening of Bids	Indian Railway Finance Corporation Limited, UG-Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi – 110003.
Address for communication	As above

23. You are requested to send your quotation in a properly sealed cover super scribed 'Quotation for Printing Annual Report' and addressed to the Jt. General Manager (HRM), so as to reach this office latest by 11.00 hours on **14-09-2020** which will be opened in IRFC Office, in the presence of the printers present on the same day.

Detailed terms and condition and future corrigendum/addendum will be posted on the website of IRFC (www.irfc.co.in.)

The above sealed envelope is to be dropped in the tender box, which is placed in the office premises of Indian Railway Finance Corporation Ltd. (Near Reception) before the due date and time as mentioned above.

For & on behalf of IRFC Ltd.

Enc: One

(Rahul Kumar Maurya)
Jt. General Manager (HRM)

Quotation Performa (Financial Bid)

(Referred to LTI & in letter No. IRFC/AdMN/160 Vol.IX/AR (2019-20) dated 24. 08.2020)

(a)	<p>All-inclusive cost of printing 04 cover pages in multicolour, 12 inner pages in multicolour/with colour photographs printing and 188 inner pages in three colour printing, for quantity of 800 copies in English and 150 copies in Hindi, (The price quoted should be firm and should include the cost of art work/design making for three/multi-colour cover pages, Hindi typing from hand written Hindi manuscript material, phototypesetting, proofreading, processing, binding i.e. centre-stitching, Perfect Binding with central stitching, lamination of cover ultra vires coating etc. Further, price quoted should be firm and include cost of art paper, stitching, packing, lay out, designing, hot foil leaf printing/stamping of logo, Ultra Vire Coating, proof reading, Five Sony DVDs packed in DVD mailer, transportation etc.)</p> <p>As per terms & conditions of LTI above.</p>	Rs.
(b)	<p>Plus/Minus in cost of printing set of 4 inner pages separately for “multicolour” and “three colour printing” in case of total number of inner pages is increased or decreased on any account from 12 multi-colour pages and also with 80 three colour pages.</p> <p>(i) For three colour printing set of 4 pages</p> <p>(ii) For Four colour printing set of 4 pages</p> <p>(iii) For three colour printing set of 4 pages of report in Hindi</p> <p>(iv) For three colour printing set of 4 pages of report in English</p>	<p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p>
(c)	Current Tax, GST, Service Charge if any etc.,	Rs.
(d)	Whether all terms and conditions prescribed in the above letter/LTI are accepted	Yes/No

Signature

Name of Agency

&

Address