



इंडियन रेलवे फाइनेंस कॉरपोरेशन लिमिटेड

(भारत सरकार का उपक्रम) (सी आई एन : L65910DL1986GOI026363)

पंजीकृत कार्यालय : रूम नं. 1316 & 1349, तीसरी मंजिल, दि अशोक, डिप्लोमैटिक एन्क्लेव 50-बी, चाणक्यपुरी, नई दिल्ली-110021
दूरभाष : 011-24100385

INDIAN RAILWAY FINANCE CORPORATION LTD.

(A Government of India Enterprise) (CIN : L65910DL1986GOI026363)

Regd. Office : Room Nos. 1316 – 1349, 3rd Floor, The Ashok, Diplomatic Enclave:- 50-B, Chanakyapuri, New Delhi-110021

Phone : 011-24100385, E-mail : info@irfc.nic.in, Website : www.irfc.nic.in

Limited Tender Enquiry

No. IRFC/Admn/160/Vol.IX/AR (2023-24)/

Dated: 03-07-2022

Sl No.	Bidders Name
1	M/s. VIBA Press Pvt Ltd, C-66/3, Okhla Industrial Area, Phase – II, New Delhi - 110020
2	M/s. Ajanta Offset & Packaging Ltd., Madani Hall, 1 Bahudar Shah Zafar Marg, New Delhi – 110002
3	M/s. Thompson Press (I) Ltd, B-315, Okhla Phase – I, New Delhi - 110020
4	M/s. Soubhagya Advertising Service, B-5 and C-6, 1 st Floor, Pushpa Bhawan, Alaknanda Commercial Complex, New Delhi - 110019
5	M/s. AKAR Advertised & Marketing (P) Ltd, A-269, 2 nd Floor, Defence Colony, New Delhi - 110024
6	M/s. Mehta Print Arts Pvt Ltd, Plot No. 64 & 65, Pace City II, Udyog Vihar, Phase VI, Sector 37, Gurgaon - 122001
7	M/s. Alakananda Advertising Pvt Ltd, 69, DSIDC Shed, Scheme-1, Phase-II, New Delhi – 110020.
8	M/s. Arihant Advertising Agency, D-164/B, Street No-6, Laxmi Nagar, New Delhi – 110092.
9	M/s. Asian Paper Products, C-46, First Floor, DDA Shed, Okhla Phase-1, New Delhi – 110020.
10	M/s. Jaina Offset Printers, A-33/2, Sahibabad Industrial Area, Site-IV, Ghaziabad-201010
11	M/s. Star Advertising Pvt Ltd, C-4/145 Ground Floor, Safdarjung Development Area, New Delhi-110003
12	M/s. RK Enterprises, Shop No-3, 1743 Ground Floor, Sher Singh Bazar, Kotla Mubarakpur, New Delhi-110016.
13	M/s. SAGACIOUS Advertising & Marketing, A-112, 2 nd Floor, Lajpat Nagar 1, New Delhi-110024
14	M/s. APINDIA, D-3/4, Okhla Industrial Area, Phase-II, New Delhi-110020
15	M/s. RAKMO Press Pvt Ltd, I-57, Site-5, UPSIDC, Kasna Road, Surajpur, Greater Noida - 121101
16	M/s Sangeeta Card Products 2711, Churi Walan, Bazar Sita Ram, Delhi - 110006
17	M/s. Vimal Enterprises UG-15-18, Ansal Chambers-II, Bhikaji Cama Place, New Delhi-110066
18	M/s Singh Graphics 4663/21, Ansari Road, Darya Ganj, New Delhi-110002
19	M/s R G Printographics A-5 1 st Floor, Mohammadpur, Bhikaji Cama Place, New Delhi-110003
20	IRFC Website

Sub: Quotation for Printing 36th Annual Report (2022-23)

Dear Sir,

Indian Railway Finance Corporation intends to get its Annual Report (2022-23) published shortly. The detailed specifications etc., prescribed in respect of the printing and supply of the proposed Annual Report are as under:-

अमृत महोत्सव

o/c

1.

- | | | | |
|-----|---------------|---|---|
| (a) | Size | - | 11" x 8.50" |
| (b) | Quantity | - | |
| | (i) English | - | Main Copy - 150 Nos. (One hundred Fifty only) |
| | (ii) Hindi | - | Main Copy - 75 Nos. (Seventy Five only) |
| | (iii) English | - | 500 Nos (Five Hundred only) |
| | Hindi | - | 100 Nos (One Hundred Fifty only) |

**(Investor Copies
With Envelope)**

Inner Pages - Imported Art Paper would be between 70GSM to 120GSM (preferably premium Gloss Quality Paper). Quality of Paper please be shown to IRFC & take approval.

Cover Page & Photographs – Technical specification will be same as per (a) to (e), etc., of this Tender Document, wherever necessary.

Each Copy(Book) shall be enclosed in Envelope which is mandatory.

- | | | | |
|-----|--|---|---|
| (c) | Cover paper
(All Copies) | - | Important Art Card – 300 gsm (Matt or gloss) to be laminated and multi-colour printing in all 4 cover pages with U.V. coating & embossing. |
| (d) | Inner pages
(Main copy)
Eng-300Nos
Hin-100Nos | - | All inner pages will be printed on Imported Art paper 130 gsm (Matt or gloss). There will be three colour printing in 260 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 276. This includes 4 cover pages, 12 multi-colour inner pages and 260 three colour printing inner pages. |
| (f) | Please also give your suggestions for various options for the layout of inner pages. | | |
| (g) | Hot foil leaf printing/stamping of IRFC Logo (single impression) with embossing on 'cover/12-inner' 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 Two Sony Pendrives (128GB) & 05 Sony DVD with 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 i.e., High Resolution Printable & Readable File. No separate additional charge will be paid for the same. Your offer should provide for undertaking the replacement of Pen Drives 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 Hindi typing from hand written 'Hindi manuscript' material, phototypesetting, proofreading (Eng &

Hindi), processing, binding i.e. centre-stitching, Perfect Binding with central stitching, lamination of cover ultra vires coating, embossing 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 Pen Drives packed in Cover, 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 of Annual Report in Hindi, printing material in 'Hand written Hindi-manuscript' will be made available and printer will arrange Hindi typing at his own cost. However, IRFC instructions has to be adhered from Time to Time, wherever necessary & decision shall be final and binding.
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 & found 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 & liable for LD charges as decided by IRFC 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, 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 any 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 Para-21, (a) to (d) or (e) of Quotation Performa or Limited Tender Document and the work will be awarded to the lowest tenderer subject to other conditions as per rules. In this case, Vendor who submits & participates in Tender process, it is construed that all Bidders have adhered to all clauses of Tender Document (Technical/Financial/Transportation etc.) i.e., Undertaking Letter (Annexure-II) regarding Supply of Said Quantity & adherence of Technical Qualifications after taking approval from IRFC. However while Technical Evaluation, Technical specifications of Annual Report will be taken into account & construed as Bidder Adherence given in Annexure-II, for preliminary evaluation. **Two BID System i.e., sealed Technical Envelope & Sealed Financial Envelope along with Sample Paper.**
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, C/o The Ashok Hotel, 3rd Floor, Chanakyapuri, New Delhi – 110021 (or) Lodi Road Office (NBCC Place, UG Floor, East Tower, New Delhi.
21. Bidders are also required to submit Balance Sheet or Profit & Loss statement or Turn Over details, certified by Income Tax Returns or certified by registered Chartered Account, of his firm for last 03 years. Pan Card, Registration of Firm details, GSTin details, MSME-if any details, work orders completion certificate OR Experience (provide any Two) in Similar Printing Industry (between 2015 to 2023), exemption certificate if any, etc., The bidder who do not submit these documents shall be considered as ineligible. However, IRFC at its discretion may evaluate & consider to exempt/Relax any clauses during Tender process and IRFC Evaluation committee members reserves the right to take necessary steps after taking from approval competent authority. Further During Technical & Financial (Price Break-up, GST etc.) Evaluation, IRFC can ask requisite Documents from Bidders/Vendors i.e., Shortfall of Documents or to establish any supporting Documents. **Two BID System i.e., sealed Technical Envelope & Sealed Financial Envelope along with Sample Paper.**
22. Bids shall be received up to 11.00 hrs. On 17/07 /2022 and Financial bids shall be opened on the appropriate day by IRFC Committee. **Two BID System i.e., sealed Technical Envelope & Sealed Financial Envelope along with Sample Paper.** IRFC shall not be responsible for any postal delay whatsoever. The time table for bid process is as follows.

Issue of Limited Tender Enquiry	03/ 07 /2023
Date of commencement of sale of RFP	03/ 07 /2023
Last Date of Sale of LTI	16 /07/ 2023 upto 17.30 hrs.

Last Date & Time for receipt of Bid	17/ 07/ 2023 upto 11.00 hrs.
Date & Time of Opening of Technical/Financial etc., Qualification	Please see IRFC Website for Updates
Place of submission and opening of Bids	Indian Railway Finance Corporation Limited, C/o NBCC Place, UG Floor, East Tower, Pragati Vuhar, Lodi Road, New Delhi-110003
Address for communication	As above

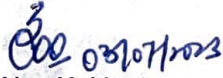
23. You are requested to send your quotation in a properly sealed cover super scribed 'Quotation for Printing Annual Report' and addressed to the Jt General Manager (HRM), so as to reach this office latest by 11.00 hours on **17-07-2022**. **Two BID System i.e., sealed Technical Envelope & Sealed Financial Envelope along with Sample Paper.**

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


(Ajay Kakkar)
Jr Manager (Admn)



03/07/2022

Quotation Performa (Financial Bid)

(Referred to LTI & in letter No. IRFC/AdMN/160 Vol.IX/AR (2021-22) dated .07.2022)

(a)	<p>All-inclusive cost of printing 04 cover pages in multicolour, 12 inner pages in multicolour/with colour photographs printing and 260 inner pages in three colour printing, for quantity of 150 copies in English and 75 copies in Hindi. Further, Investor Copies with Envelope include Eng-500Nos/Hindi-100Nos as per its Technical Specification.</p> <p>Total Package to be supplied :</p> <p>Annual Report :- English – 150Nos Hindi - 75Nos</p> <p>Investor Copies With Envelope : Eng-500Nos, Hindi-100Nos</p> <p>02 Sony 128GB Pendrive with High Resolution Soft Copy and 05 DVDs with Mailer</p> <p>(The price quoted should be firm and should include the cost of 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, embossing, proof reading, 02 Sony 128GB Pendrives, transportation etc.)</p> <p>As per terms & conditions of LTI above. Note :- (Bidder Offer Financial Cost is for estimated 276 pages per Book and includes Total Package i.e., Eng-150Nos, Hindi-75Nos & Investor Copies with Envelope (Eng-500Nos, Hindi-100Nos)</p> <p>But Final Bill will be processed based on prorata basis i.e., actual pages in Book with Total Package supplied.</p>	<p>Rs. _____ + GST</p> <p>Rs. _____ + GST</p>
(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 +/- three colour pages.</p> <p>Lumpsum Cost for all Copies : If Additional printing of pages (Plus), if required,</p> <p>(i) For three/multi colour printing set of 4 pages of report in Hindi</p> <p>(ii) For three/multi colour printing set of 4 pages of report in English</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

(Company Letter Head)

Date :

Undertaking Letter

I the undersign as Proprietor/Partnership/Authorised Executive/Director etc., Ms/Mr _____ undertakes to Print & shall supply to your office as per Technical specifications of Tender Document or specified in Annexure-1 after taking prior consultation & approval from IRFC wherever required.

Technical Specifications such as PAPER Quality, Design, Photo etc., will be adhered wherever necessary and shall consult IRFC & will take approval from IRFC wherever necessary.

Mr. _____ is the authorised personnel from our Office and depute him in this Tender Process.

I shall abide all Terms & Conditions.

(Authorised Signatory)

Name :

Mob No :

Address :