

REQUEST FOR PROPOSAL FOR
PRINTING, PACKAGING & SUPPORT IN DISPATCH OF HARD COPY OF IAI STUDY
MATERIAL

(RFP No : IAI/SM/01/2023)

Institute of Actuaries of India

Seawoods

Navi Mumbai.

NOTICE INVITING TENDER

RFP: IAI/SM/01/2023

Institute of Actuaries of India invites sealed Bids for printing, packaging and despatch of hard copy of IAI Study material

Scope of Work :

RFP: IAI/SM/01/2023	Printing & Packaging and support in despatch of hard copy of IAI Study material
---------------------	---

Last Date for Receiving Bids : 29 July 2023 up-to 17.00 hours

Technical Bid Opening : 29 July 2023 17.30 hours

Tender documents and the instructions for submission of tenders can be downloaded from the websites: www.actuariesindia.org

For any further details contact:

Ms Nilima Kadam,
Asst. General Manager,
Institute of Actuaries of India,
Unit no. F-206, 2nd Floor, "F" Wing in Tower 2,
Seawoods Grand Central, Plot no R-1, Sector 40,
Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706
Tel: 022-6243 3339; nilima@actuariesindia.org

In order to avoid summary rejection

- I. Bid Document must be thoroughly read by every prospective bidder.
- II. Bidder must use official seal and sign each and every page of Bid Document before submission.
- III. Bid must be accompanied with applicable earnest money.
- IV. An incomplete offer is liable to be ignored. To aid the bidders in submitting complete offers, a checklist is included in the Tender Document. The bidders must fill this tender document and submit along with their offer in their own interest.

Filled up bids in hard copy should be submitted to:

Director
Institute of Actuaries of India,
Unit no. F-206, 2nd Floor, "F" Wing in Tower 2,
Seawoods Grand Central, Plot no R-1, Sector 40,
Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

DISCLAIMER:

1. This document neither constitute nor be interpreted as an offer from the Institute to award the mentioned work.
2. This document is meant to provide information only and upon the express understanding that the recipients will use it only for the purpose set out herein.
3. It should not be assumed that there shall be no deviation or change in this document. Whenever any change, amendment, alteration or deletion in the terms of RFP document is warranted, it will be notified on Institute's website.
4. While this document has been prepared in good faith, neither the Institute nor any of its officers or employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
5. This document constitutes no form of commitment on the part of the Institute.

SPECIFICATIONS FOR REQUEST FOR PROPOSAL (RFP)

1. Definitions

(a) "Firm", "Company", "Bidder", "Service provider" means any entity or person or associations of persons who submit their proposals for providing Services to IAI in accordance with this RFP.

(b) "Assignment/job" means the work to be performed by selected Vendor pursuant to the Agreement.

(c) " Agreement" means the agreement in a format approved by IAI, to be executed between IAI and the selected/successful bidders as per this RFP for the services as per the terms and conditions approved by the IAI and in accordance with the Terms of Reference(TOR).

(d) " Day" means English calendar day.

(e) " RFP" means this Request for Proposal issued by IAI for engaging the a service provider for the printing and delivery of study material.

(f) "IAI" means Institute of Actuaries of India constituted as per Actuaries Act, 2006 and having office at Institute of Actuaries of India, F-204, Seawoods Grand Central, Tower II Seawoods, Navi Mumbai.

(g) Terms of Reference (TOR) means the document included in the RFP which explains the scope of work, activities and tasks to be performed.

(h) Proposal or Bid means the bidder's written reply or submission in response to this RFP.

(g) Financial Bid means Commercial Bid and vice versa.

2. INTRODUCTION:

Institute of Actuaries of India (IAI) IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. The provisions of the said Act have come into force from 10th day of November 2006, in terms of the notification dated 8th November 2006, issued by the Government of India in the Ministry of Finance, Department of Economic Affairs.

3 CLARIFICATIONS AND AMENDMENT OF RFP DOCUMENT

- i. The Service provider may request clarifications on any clause of the RFP documents by raising queries via email to nilima@actuariesindia.org before the time and date stipulated for the said purpose. However, it may be noted that non-receipt of reply to the queries raised by an interested entity shall not be accepted as a valid reason for non-submission of offer or delayed submission.
- ii. IAI may at its sole discretion, but without being under any obligations to do so, amend, update, clarify, modify or supplement the RFP by issuing an addendum/corrigendum/clarification in writing, which, if any, will be posted on the institute's website at www.actuariesindia.org on the home page and shall be binding on all the concerned. To enable the bidders to take into account the impact of the amendments in their proposals, IAI may, at its sole discretion, extend the deadline for submission of proposals.

4 SCOPE OF WORK:

4.1 To employ services from the service provider for printing and packaging of Study material for the orders placed by IAI with following specification. The service provider in coordination with IAI shall support in the dispatch of printed study material.

Printing material	Specifications
Paper quality	A4 size 100 GSM super sunshine paper (Ballarpur)
File Folder	1 ½ plastic ring files with printing in single Colour golden
Corrugated Boxes	5 ply Top Duplex Printed universal Boxes (OD 10 ¼ * 5 ¼ * 13")

The work should include printing, packaging of study material and till disposed to courier and post vendor appointed by IAI.

The approximate printing work carried out during FY 2022-23 is given below;

Pages printed	- 19,00,000
Folders-	- 4,500
Boxes-	- 2,100

4.2 Terms & Conditions:

- i. No outsourcing of the printing work by successful bidders would be permitted.
- ii. The rates quoted will remain in force in for a period of 2 years .No demand for change of rates would be entertained during the contract period
- iii. The study material generated from the printing would be property of IAI. It is for the IAI to decide on the dissemination.

- iv. The successful bidder will have to provide security deposit of Rs. 50000/-.
- v. IAI will provide password protected pdf copy of the study material only for the sole purpose of printing of study material as per the printing order given by IAI.
- vi. The service provider shall only print and publish the Study Materials in the form of hard copy printed texts by printing the Study Materials from the PDFs supplied by IAI and each such printed copy of the Study Materials shall be printed in its entirety from the PDFs and carry ActEd's copyright notices and trademarks.
- vii. The service provider shall only print and publish the current edition of the Study Materials as provided by to IAI on an annual basis in print ready PDF format and shall delete all PDFs of previous editions, after receipt of a new edition if applicable; The new edition will be provided at the end of year (November or December every year)
- viii. The service provider shall not edit or amend the content of the Study Materials in any way whatsoever;
- ix. The service provider shall use its best endeavours to ensure that no third party shall print the Study Materials, from the PDFs or otherwise, and that no copying of the Study Materials from any legitimate hard copy printed text occurs;
- x. The service provider treats any code or password required to open, view and/or print the Study Materials from the PDFs as Confidential Information;
- xi. The Service Provider will print the study material as per the Order placed by the Institute and complete the post-printing operations in a manner and fashion as set out below in **Annexure-I** or as per written instructions given to them by Institute from time to time.
- xii. The Service Provider shall upon receipt of the Data from IAI, proceed to deal with the Data as set out in Annexure - I and complete the work and dispatch the material within a period of 2 (Two) days from the receipt of data.
- xiii. The Service Provider may print the requisite number of material and will keep base stock with him at his premises/go down for a period of at least six weeks projected requirement.
- xiv. The service provider should have storage facility to store sufficient numbers of files and boxes required for packaging material.
- xv. The Service Provider will ensure that there are no discrepancies in the process of printing the Data as received from IAI and shall maintain the highest level of security, consistency and diligence in the discharge of its duties and obligations under this Agreement.
- xvi. The Service Provider shall ensure that the equipment to be used for carrying out the printing services for IAI at the Printer's location or any other location are maintained in good working condition.
- xvii. The Service Provider shall ensure that in the course of usage, all errors related to print work shall be rectified immediately at the cost of the Service Provider, so as to facilitate minimal interruption of the printing process.
- xviii. The Service Provider shall ensure that for the purpose of providing cost effective services to IAI, it shall maintain the best quality standards, which will be evaluated and approved by IAI from time to time. The IAI may penalize

the selected service provider for substandard of quality of paper, materials & , printing of printed materials

- xix. The Service Provider shall maintain list of names and details of staff who are attending the work at their office and it should be made available as and when required by IAI. The successful bidder will sign NDA (Non-disclosure agreement) with their concerned staff and provide a copy of the same to IAI

4.3 Monitoring & Supervision of work

- i. The service provider should properly have maintained the proper record of the study material printed at their end for audit purpose.
- ii. The service provider shall allow onsite inspection of the facilities and records related to Study material printing and delivery by officials appointed by IAI at the date and time decided by IAI.
- iii. IAI will conduct half yearly Audit of the study material printed by vendor by the Auditor appointed by IAI. These are minimal requirements and there may be periodical instructions from designated personnel of IAI.
- iv. The service provider will be responsible for obtaining any permission that be required for undertaking work as detailed in this RFP document. IAI may assist the service provider in this regard, wherever possible

Annexure I

Process for study material printing & dispatch;

- Study material order will be sent to Service provider through email in excel file on day to day basis with all the details (Student name, Subjects, Dispatch Address and details of Courier agency / Post Office authorized for dispatch purpose).
- After printing of respective material is over the same to be inserted and filed in the file folder (as per specification in section 3) with maximum of 400-500 pages in one file folder. Thereafter files will be put in the corrugated box (as per specification given in section 3) and packed with brown tape in proper and secured manner so to ensure that the boxes are not damaged in transit. The Service provider will print the address label of the respective student and stick on the box. Before handing over the material to Courier/Postal Agency, The service provider will do the weighting of the material and note the same before handing over the material.
- The few copies of Actuarial Tables will be shared with Service provider if the Study Material order is received with Actuarial tables.

Timelines for dispatch :

- An order given on Day 1 will be dispatched within 2 working days (For e.g order given on 1st January will be dispatched maximum by 3rd January)
- Service provider will provide the details of dispatch in following format on day-to-day basis. If the material is sent through post, the barcode number will be given to service provider which they will stick on the box and number of the barcode will be shared with us.

Sr No	Mem id	Name	Place	Date of despatch	Weight	Subjects	Mode of despatch
-------	--------	------	-------	------------------	--------	----------	------------------

- The Service Provider will keep all the materials ready as per courier delivery requirement and but not later than 6 pm every day for handing over for dispatch.
- IAI designated courier agency/ Postal office will collect the materials from Service provider premises.
- The Service Provider will give report of dispatch next day morning to IAI regarding job completion of material with required details.
- In case timelines are not adhere, Institute may impose penalty at its discretion which shall not be more than 5% of the order.

4.3 Data Security and Prevention of Fraud

- The service provider will undertake that all process and standards are being followed to ensure that the data is secure and is immune to any fraudulent activity.
- The service provider shall abide by various time limits as prescribed for printing work and the performance of the service provider shall be judged as per the adherence to such quality and time parameters as laid down for the respective work.
- The PDF of study material shared with service providers is copyright material of ActEd and it will be solely use only for the printing of study materials as per printing order given by the IAI for their members. It should not hire out, lend, give out, sell , store or transmit electronically or photocopy any part of it. The misuse of any part of will be treated as copyright infringement and force to legal action and indemnified.

5. POWERS TO VARY OR OMIT WORK

- 5.1 No alterations, amendments, omissions, additions, suspensions or variations of the work (hereinafter referred to as variation) under the contract shall be made by the successful bidder except as directed in writing by the Institute.
- 5.2 The Institute shall have full powers, subject to the provision herein after contained, from time to time during the execution of the contract, by notice in writing to instruct the successful bidder to make any variation without prejudice to the contract. The finally selected bidder shall carry out any such variation and be bound by the same conditions as far as applicable as though the said variations occurred in the contract documents. Any suggested variations if implemented, would, in the opinion of the finally selected bidder, prevent them from fulfilling any of his obligations under the contract, the bidder shall notify the Institute thereof in writing with reasons for holding such opinion and Institute may instruct the successful bidder to make such other modified variation without prejudice to the contract.

- 5.3 The finally selected bidder shall carry out such variation and be bound by same conditions as far as applicable as though the said variations occurred in the contract documents. If the Institute confirms the concerned bidder's instructions, the successful bidder's obligations shall be modified to such an extent as may be mutually agreed, if such variation is substantial and involves considerable commercial implications.
- 5.4 Any agreed difference in cost occasioned by such variation may be added to or deducted from the value of the contract as the case may be.
- 5.5 In any case where the successful bidder has received instructions from the Institute as to the requirement of carrying out the altered or additional substituted work which either then or later on, will in the opinion of the finally selected bidder involve a claim for additional payments, such additional payments shall be mutually agreed in line with the terms and conditions of the order.
- 5.6 If any change in the work is likely to result in reduction in cost, the parties shall agree in writing so as to the extent of change in contract price, before the finally selected bidder(s) proceeds with the change. In all the above cases, in the event of a disagreement as to the reasonableness of the said sum, the decision of the Institute shall prevail.

6. ELIGIBILITY CRITERIA

- 6.1 The service provider the following minimum criteria as on the date of RFP are eligible to apply. Service provider not meeting the necessary eligibility criteria will not be considered for further evaluations.
- 6.2 The service provider's turnover for last 3 consecutive financial years should be at least Rs. 50 Lakhs (Per year) as per audited balance sheets. A certificate to this effect from Chartered Accountant in original must be submitted.
- 6.3 The service provider should have a minimum experience of at least 2 years in printing of study material and preferably experience in the education sector.
- 6.4 The Service provider should have a full-fledged office in Mumbai and shall allocate a dedicated team to execute printing and packaging work. The service provider will be required to furnish the list of personnel who will be perform the printing and packaging work.
- 6.5 The Service provider must own production machine with Speed of 110 Print per minute including automatic file punching and page number printing & infrastructure for packing set up. The details should have been provided by service provider.
- 6.6 The Service provider shall not have been blacklisted / debarred by any Central / State Government/Public or Private Sector Undertakings or any related bodies of the printing industry.
- 6.7 The Service provider shall not have been involved in any major litigation that may have an impact affecting or compromising the delivery of services required.
- 6.8 The Service provider must be registered with Goods and Services Tax (GST) & have a PAN number.
- 6.9 The service provider is expected to examine all instructions, terms and specifications of this document. Failure to furnish all information required as per

this document or submission of the bids not substantially responsive to this document in every respect will be at the service provider's risk and may result in rejection of the bid.

7. SUBMISSION OF BIDS

- 7.1 Each bidder acknowledges and accepts that IAI may, in its sole discretion, apply whatever criteria it deems appropriate in the selection, not limited to those election criteria set out in this document.
- 7.2 The bidders shall prepare and submit original each of the document (Part- Technical bid and Part-2: Price bid), clearly mentioning as original on the document as well as on envelop.
- 7.3 An authorized representative of the service provider shall authenticate/sign all pages of the original bid proposal. The authorization of such a representative shall be in the form of a letter or in any other form demonstrating that the representative has been duly authorized to sign and submit the proposal and shall be enclosed to the Proposal.
- 7.4 The bidders must submit sample of paper, folder & files along with their technical specifications.
- 7.5 The bidders shall submit the price bid in separate sealed envelope in original Proposal along with the earnest money should be put in another sealed envelopes.
- 7.6 All these 3 envelopes should be clearly marked Part-1: Technical Bid, Part-2: Price Bid and EMD.
- 7.7 All these three envelopes should be put into another envelope and sealed and marked with bid reference, date of submission and bidders name and address.
- 7.8 The bids shall contain no overwriting, except where necessary to correct errors made by the service provider officials and should be authenticated by the official who has signed the bid.
- 7.9 IAI shall not be responsible for misplacement, losing or premature opening, if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a cause for rejection of Proposal and no communication will be entertained in this regard.

8. EARNEST MONEY

Each bidder is required to submit the Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty thousand Only) as bid security in the form of a demand draft or pay order in the favour of "Institute of Actuaries of India". The EMD shall be forfeited in the event of withdrawal of bid during the period of bid validity or if the successful bidder fails to sign the contract in accordance with the terms and conditions and other requirements specified in RFP or any act of the bidder not in line with contract obligations. The EMD should be kept in the envelope containing the technical bid. Any bid not accompanied with the requisite EMD shall be treated as non-responsive and is liable to be rejected.

9. SELECTION PROCESS

9.1 All Proposals received will be scrutinized to assess their eligibility based on the eligibility criteria as mentioned under the heading Eligibility Criteria of this RFP. The proposals which do not meet the eligibility criteria will be rejected, forthwith, or at any stage of detection.

(Note: Please submit the signed copies of the Technical Bid (Form A) and Financial Bid (Form B) in two separate sealed envelopes only which will be used as basis for the legally binding offer.)

9.2 If deemed necessary IAI may seek clarifications on any aspect from the bidder(s). However, that would not entitle the bidder(s) to change or cause any change in the substances of the bid already submitted.

9.3 IAI will evaluate only those proposals, which meet the technical eligibility criteria as well as complete and responsive in all respects, for comparison and final selection.

9.4 IAI will follow the two-bid system i.e. Technical Bid and Financial Bid. The financial bids of only those service providers shall be opened who are found technically qualified and the qualified service providers shall be intimated by the authorized officer.

10 Pre Bid Meeting

10.1 Pre-Bid meeting of the Bidders may be convened at the designated date if required. The time and place shall be notified on the Institute's website. A maximum of two representatives of each Bidder shall be allowed to participate in the meeting.

10.2 During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of IAI. The Institute shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

11 EVALUATION OF BIDS

The weightage assigned for technical evaluation is 60%

Technical scoring pattern:

Sr.No	Elements	Weightage Criteria		
1	Experience in number of years printing work	2- 3 years	2	
		3-5 years	4	
		5- 7 years	6	
		7-9 years	8	
		More than 9 years	10	
2	Financial health - Average turnover of last 3 financial years in Indian Rupees (INR)	50 Lakhs	2	
		75 lakhs	4	
		1 Crores	6	

		1.5 crores	8	
		2 crores and above	10	
3	Works: Avg. No of printing done by the firm in last 3 years (Per year)	500000-1000000	2	
		1000000- 2000000	4	
		2000000- 4000000	6	
		4000000-6000000	8	
		More than 6000000	10	
4	Manpower No of the person engaged on of the firm as on 31 st March 2023	5-10	2	
		10-20	4	
		20-30	6	
		30-40	8	
		More than 40	10	
5	No of digital printing machines (Atleast 110 print per minute including automatic file punching and page numbers printing)	1	2	
		2	4	
		3	6	
		4	8	
		5 & above	10	
6	Area- Total area of establishment	0-100 mtr	2	
		100-250 sq mtr	4	
		250-500 sq mtr	6	
		500-1000 sq mtr	8	
		More than 1000 sq mtr	10	
7	Sample observation by the member's of Evaluation Committee	40		To be filled by Evaluation committee
	Total	100		

Qualifying Score- 60

The bidder must co-operate in verification of the information provided above.

Evaluation criteria for Financial Bid:

Quality cum Cost based selection, the lowest financial proposal will be given financial score of 100 points. Proposal will be ranked according to their combined technical (St) and financial (Sf) scores and called for the negotiations.

12 TERMS OF APPOINTMENT

The appointed service provider's term will be for a period of 2 years' subject to satisfactory timely review & Audit of printing of study material

12.1. IAI RESERVES THE RIGHT:

12.1.1 To accept or reject any or all the proposals;

12.1.2 To Cancel the RFP process at any time without assigning any reasons therefore;

12.1.3 Re-issue the RFP, if cancelled

The appointed service provider will have to execute a contract with the IAI in the format approved by IAI, which will be delivered to them upon their appointment.

12.2 The service provider or its personnel shall not disclose any confidential/vital information which are disclosed / provided to them during the course of briefing or any discussion or acquired by the service provider to any third party without prior permission of IAI and such information will be kept confidential even after the termination/expiry of the agreement. The selected service provider shall be required to sign a non-disclosure agreement with IAI to this effect or undertake confidentiality obligation and this effect in the contract to be executed with IAI.

12.3 The empanelment does not guarantee any minimum business.

12.4 IAI shall make every effort to issue instructions and approval in writing to the service provider. However, if the same is conveyed verbally, the service provider shall get it confirmed immediately from IAI at the earliest in writing to avoid dispute

12.5 The service provider is expected to be sincere and prompt in responding to the call of IAI. The execution of job is to be time bound and with all required information so as to avoid delay or duplication. The service provider should be able to execute order at short notices and even on holidays.

12.6 The rates approved by IAI shall be treated as final. In case of any revision thereof for whatever reasons, the service provider shall intimate the same to IAI immediately and seek fresh approval.

12.7 IAI reserves the right to invite service provider outside the empanelled service providers, in cases it is deemed fit to do so or if the empanelled service provider is unable to meet the expectations of the institute.

12.8 Proposal must be strictly as per bid application (Form A and B) and photocopy of all required documents should be attached as duly marked/ numbered enclosures. A list of required documents that needs to be enclosed with bid application and their tag Nos. are given at the end of bid application/proposal and these should be arranged in this order only. All photocopies attached with bid application should be verified by the authorized signatories under his signature and The service provider's/company's seal.

12.9 The decision of IAI shall remain final.

13. GOVERNING LAW AND DISPUTES

13.1 The contract shall be interpreted in accordance with the laws of the Government of India.

13.2 All disputes or differences whatsoever arising between the parties out of or in connection with the contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of the contract, abandonment or breach of the contract), shall be settled mutually.

13.3 If however, the parties failing to solve them amicably, party (IAI or Selected Bidder), give written notice to other party clearly setting out there in specific dispute(s) and / or difference(s) and shall be referred to arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties.

13.4 The arbitration shall be settled in accordance with the applicable Indian Laws. The arbitration proceedings shall be conducted in English language at Mumbai and in accordance with the provisions of Indian Arbitration and Conciliation Act 1996.

13.5 If any of the bidders have engaged any contract labourers, the bidders have to submit the registration/ license as per sec 7 and 12 of Contract Labour Abolition Act, 1971 and also they should have necessary registration / license under ESI Act and EPF Act wherever required

14. CANCELLATION OF CONTRACT

Institute shall have the right to cancel the contract with the selected bidder at any time during the contract period, by giving a written notice of at least 30 days, for any valid reason, including but not limited to the followings:

- i. Laxity in following standards laid down by the Institute for work order;
- ii. Delay in execution of orders placed by the Institute;
- iii. Discrepancies / deviations in the agreed processes
- iv. Violation of terms & conditions stipulated in the RFP/Contract

15. TERMINATION FOR DEFAULT AND LIQUIDITY DAMAGES

15.1 Delivery of the solution and performance of the services shall be made by the selected bidder in accordance with the time schedule, technical specification, scope of the work and other terms & conditions as specified in the RFP / Contract. Any delay in performing the obligation / defect in performance by the service provider may result in imposition of liquidated damages.

15.2 In the event IAI terminates the Contract in whole or in part, IAI may procure, upon such terms and in such manner, as it deems appropriate, services similar to those not delivered by the selected bidder and the selected bidder shall be liable to the Institute for any excess costs for such similar systems or services. However, the selected bidder shall continue the performance of the contract to the extent not terminated.

16. TRANSITION CLAUSE

In the event of failure of the selected bidder to render the services or in the event of termination of agreement or expiry of term or otherwise, without prejudice to any other right, the Institute at its sole discretion may make alternate arrangements for getting the services contracted with another the service provider. In such case, the Institute shall give prior notice to the existing selected the service provider. The existing selected bidder shall continue to provide services as per the terms of contract until a 'New service provider' completely takes over the work. During the

transition phase, the existing selected bidder shall render all reasonable assistance to the New service provider within such period prescribed by the Institute, at no extra cost to the Institute, for ensuring smooth switch over and continuity of services. If the existing service provider is in breach of this obligation, they shall be liable to forfeit security deposit or/and invoice payable at the discretion of the Institute.

17. VALIDITY OF BID

The commercial bid shall be valid for a period of 90 days from the closing date of submission of bid. In exceptional circumstances, the institute may request the bidders consent to extend the period of validity of bid. A bidder is free to refuse such request.

18. TERMS OF PAYMENT

18.1 The service provider will submit invoices on the last working day of every month, for necessary settlement. The invoices should be submitted along with list of work initiated /complete during the month, along-with all supporting documents and bills as well as copies of the supplier bills where relevant.

18.2 A reconciliation sheet pertaining to the bills will be submitted every for which the bills are submitted.

18.3 The payment will be settled within one month after submission of invoice

18.4 The Tax component shall be payable as applicable and as per actual.

19 TAXATION CLAUSE

19.1 Goods and Service Tax (GST) shall be paid as per the existing GST laws or amendments in the same from time to time applicable in India.

19.2 Vendor will submit E-invoice to the IAI as applicable under the GST laws in India. Further, if the IAI requires any hard copy of the invoice then same shall be provided by the Vendor.

19.3 The provisions of the Income tax Act, 1961 regarding deduction of tax at source shall apply. IAI shall deduct the withholding tax (TDS) as per the Income Tax Act, 1961.

20. NO ASSIGNMENT

The service provider shall not assign this Agreement, in whole or in part, directly or indirectly, whether by operation of contract, law, or otherwise. Any attempted assignment that violates this Clause 21 will be deemed null and void.

21. INTELLECTUAL PROPERTY RIGHTS

IAI shall remain the owner of all the content conceptualized, created, and implemented by the selected the service provider under this RFP. All intellectual property rights in the content whether in tangible or intangible form shall belong to

IAI and the selected service provider has no right to assign, licence, sell, or use any content conceptualized, created and implemented under this RFP and/or accompanying Master Service Agreement to any third party under any circumstances.

All the content conceptualized, created and implemented by the selected -service provider whether in tangible or intangible form shall bear relevant copyright notices in the name of IAI.

The selected service provider shall take all such appropriate legal actions to safeguard violation of IAI's intellectual property rights, if any.

22. AWARD OF CONTRACT :

After selection of the L1 Proposer and after obtaining internal approvals and prior to expiration of the period of Proposal validity, IAI will send Notification of Award /Offer Letter to the selected Proposer.

BID/PROPOSAL						
SNo	Parameters	Particulars/Description				
1	Name & Address of the Firm (Details of Tel. Fax, Email)					
2	Constitution of the Firm (Proprietorship / Partnership / Joint venture or registered under Companies Act enclose necessary documentary proofs)					
3	Date of Establishment					
4	Name of the Proprietor/Partners					
5	Details of Statutory registrations of the service provider/Firm	SN		No	Date of Registration	
		1	PAN			
		2	TAN			
		3	GST			
		4	Shop & Establishment			
		5	Other			
6	Financial of the firms of last 3 years (Amount in crores)	2020-21				
		2021-22				
		2022-23				
7	List of Existing clients (contact details will be used for checking references)	Sr. No	Name of the client	Name of the contact person	Phone number	Engaged since
8	Employee details (enclose details)	Employees	Nos.	Work Exp		
9	Digital printing Machine details & Qty					

We certify that the above particulars are correct and we understand and agree that if any statement is found to be false or not correct, IAI reserves the right to remove us as appointed Design The service provider, if appointed, with immediate effect and IAI's authority in this regard shall full, final and binding on us. We understand and agree that the empanelment does not obligate IAI in any manner. We also understand that IAI has the right to cancel the name of the service provider from the approved lists at its absolute discretion at any time during the term of the engagement.

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____

Seal of company

LIST OF ENCLOSURES TO BE ATTACHED WITH BID APPLICATION

[Form-A]

[To be marked as enclosure No...]

SN	Description of the documents to be attached	To be with Form A and marked as enclosure
1	Authorisation letter (as per format of Annexure-A)	I
2	Bid submission letter (as per format of Annexure-B)	II
3	Certificate of Registration of service provider/Firm	III
4	Documents related to constitution of service provider (Memorandum /Articles of association/ Partnership Deed etc.	IV
5	Address proof of Mumbai Office (latest landline MTNL/Electricity bill/Registration with Shop & establishment Dept./registered rent agreement/lease deed)	V
6	Photocopy of statutory registrations	VI
7	Copy of Audited Balance sheet of the service provider/firm for last 3 years	VII
8	Auditor's Certificate regarding financials (as per format of Annexure-C)	VIII
9	Statement of accounts	IX
10	Details /description of work sample	X
11	Photocopy of certificates etc. in support of Industry recognition	XI
12	Declaration by the service provider/Firm regarding overdue etc. (as per Annexure -D)	XII
13	Self-certified list of clients where the service provider / Firm is presently engaged	XIII
14	Signed sample sheets of paper proposed to be used, Boxes and Files	XIV
15	Format for seeking clarifications on RFP (as per Annexure -E)	XV
16	Status regarding litigations Agency/Firm has (as per annexure -G)	XVI
17	Employee details (enclosed details)	XVII

(On the letterhead of the company duly stamped and signed by authorised person)

FINANCIAL BID

The Financial/Commercial Bid needs to contain the information listed hereunder in a sealed envelope bearing the identification - "Financial Bid for Printing, Packaging & Support in Despatching Study Material of IAI

Printing material	Specification (Sample to be provided)	Rate (Per unit)	Taxes
Paper quality	A4 size 100 GSM super sunshine paper (Ballarpur) Black & white (Per side Back to Back digital printing)		
File Folder	1 ½ plastic ring files with printing in single Colour golden		
Corrugated Boxes	5 ply Top Duplex Printed universal Boxes (OD 10 ¼ * 5 ¼ * 13")		

Bidder with the lowest cost (c) would be declared as the L-1 bidder subjected to the evaluation of the cost break down.

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____ for _____ the service provider

Seal of the Company:

Authorisation to sign documents *
pertaining to bid submission against RFP No:.....
for appointment of printer for printing and packaging study material of IAI.

[to be given on the service provider/firm/company letter head]

It is certified that the service provider/firm M/s.....having its registered office at..... is submitting a bid proposal against RFP No:.....for appointment of printer for printing and packaging study material of IAI.

In connection with the above Shri..... working with the company as.....has been duly authorised to sign bid proposal documents or any other documents related to this bid submission.

The service provider/firm is liable of the consequences arising by the act of signing bid documents by Shri.....

Signature :

Name of Signatory:

Designation :

Seal of service provider/firm/company

Date :

Place :

* If the service provider is a company, certified copy of the extract of Company's Board Resolution to this effect shall be required

Annexure - B

Bid Submission letter (on Company's letter head)

To,

Director
Institute of Actuaries of India
Seawoods Grand Central Mall
Seawoods
Navi Mumbai

Sir,

RFP NO: FOR APPOINTMENT OF PRINTER FOR PRINTING AND PACKAGING STUDY MATERIAL OF IAI.

We submit our Bid/Proposal herewith. In this connection, we understand that:

1. Institute is not bound to accept the lowest or any bid received by the Institute and Institute may reject all or any bid without assigning any reason or giving any explanation whatsoever.
2. Institute may follow close or open bidding process as per requirement of the Institute.
3. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Institute to do so, a contract in the prescribed form.
4. If our Bid is accepted, we shall be jointly and severally responsible for the due performance of the contract
5. Institute may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever, as per Institute 's requirement.
6. Vendor means the bidder who is decided and declared so after examination of commercial bids.
7. Institute can, on its sole discretion, conduct independent due diligence in respect of the information furnished in bid/proposal or any document(s) attached thereto.

Yours faithfully,

Signature with date:
Name of authorized signatory:
Seal of the company/firm

[ON THE LETTER HEAD OF AUDITORS /CHARTERED ACCOUNTANTS]

CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s.
 having its Registered Office had
 achieved the following level of Turnover/Net profits/ Net worth in respect for the
 financial years mentioned hereunder :

(Rs. In Crores)

Particulars	2020-21	2021-22	2022-23
Turn over			
Net profit			
Net-worth			

The figures certified for the stated Financial Years are based on the Books of Account,
 Audited Balance Sheet of the Company and the records produced before us.

Signatures of Auditors / Chartered Accountants

Name:

Seal

Place:

Date:

(On the letterhead of the Company duly stamped and signed)

DECLARATION-CUM-CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is certifying that we have no overdues owing to any service provider/Central/State Government/Public Sector Undertakings/ Institutes/RBI/IBA/any other Corporates/any regulatory authority or any other organization.

This is also certified that we have - not been backlisted by any Central/State Government/Public Sector Undertakings/ Institutes/RBI/IBA/any other Corporates/any regulatory authority.

Further, this is to certify that we do not have any legal, civil, criminal, taxation and other cases pending against, other than those mentioned in enclosure - XII attached to the bid/proposal, that may have an impact affecting or compromising the delivery of services required.

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____ for _____ the service provider

Seal of Company

(On the letterhead of the company duly stamped and signed)

Format for seeking clarification /Pre-bid queries (in word document only)

SN	Page No.	Clause	Query
1			
2			
3			

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____ for _____ the service provider

Seal of the Company

(On the letterhead of the Agency duly stamped and signed)

STATUS OF LITIGATIONS PENDING PERTAINING TO THE BIDDER

SN	Other party to Litigation	Case no	Status of bidder in litigation (Applicant / Respondent)	Briefs of litigation
1				
2				
3				
4				

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____ for _____ Agency

Seal of Agency