



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

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Sr No.	Query	Response
1	Whether MSME's are exempt from providing EMD?	Yes, subject to submission of proof of such exemption issued by Government of India
2	Whether the entire text of the book will be provided by you? And that by editing, you mean grammar and spelling corrections only and no copy writing.	Yes entire text will be provided. In view of short time available, only proof reading may be necessary and not text editing.
3	What are the number of photographs to be touched-up and the number of photographs to be edited and how many infographics have to be developed?	Visuals would occupy equivalent of 40 pages out of 100, approximately.
4	Where the Photography has to take place? – number of photographs to be clicked and the number of days for photography	All photos shall be provided by IAI. No additional photographer required
5	When shall we receive the ready content from your side?	Content would start flowing by January 20th and final content will come in by January 27th.
6	If content is ready supplied, do we still have to do editing?	Not feasible in view of timelines. Proof reading required
7	All photos will be supplied by you? If yes pls give count to ascertain photo editing scope of work	Yes, shall be provided by us
8	Do you want us to do photo shoot? If yes, pls provide locations, in this case do we have to borne the expenses Of lodging & boarding?	No
9	How many info graphics expected to be used in this books?	Infographics very few if any. For infographics, please provide cost per piece separately

10	For technical presentation, will you be giving us concept not with some content and photographs?	Concept
11	Can it be quality cum cost criteria for evaluation?	Yes
12	All elements i.e Inside pages, End pages, Galley, jacket, bookmark & slip case to be printed in 4color+ 1 pantone color?	Yes
13	Galley, jacket and slip case paper is not mentioned, it will be on 170gsm matt paper with matt lamination. Pls confirm once.	Yes
14	Book mark size not mentioned, it can be 2" x 5", printed on 300gsm matt card with matt lamination both sides, hole punched and ribbon tied and pasted inside book. Pls confirm once.	Yes
15	If content receiving date is not indicated in RFP, Pls give clarity on timelines mentioned by you in RFP for Phase 1, Phase 2 and Phase 3.	Will be updated later
16	How many digital proofs you need for approval, it will be in loose sheet format and not bound because of strict timelines.	One should do. Bound to show the look and feel properly.
17	Any illustrations to be done in the book? Specify quantity	Not required but you can mention the cost separately per illustration