



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

REQUEST FOR PROPOSAL (RFP)

COFFEE TABLE BOOK/2020



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1. DISCLAIMER

This Request for Proposal (hereinafter referred to as ‘the RFP’) is not an agreement or an offer by Institute of Actuaries of India (hereinafter referred to as ‘the Institute’) to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals (the words ‘proposal’ and ‘bid’ have been used interchangeably in this document) pursuant to this RFP.

The Institute may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Institute is bound to select an applicant or to appoint the selected applicant, as the case may be, for the agency and the Institute reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will be borne by the applicant and the Institute shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation for submission of the proposal, regardless of the conduct or outcome of the selection process.



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2. LETTER OF INVITATION

Mumbai, Dated _____

Dear Sir/Madam:

The Institute of Actuaries of India (the “Institute”) invites proposals for “Selection of Agency for Design & Production and Printing of Coffee Table Book for “INSTITUTE OF ACTUARIES OF INDIA”. Further details of the services requested are provided in the attached/enclosed RFP.

RFP is notified on the website: www.actuaries.india.org

Yours sincerely,

Dinesh Chandra Khansili
Executive 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



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3. DATA SHEET

1	Representative of The Institute: Executive Director, Institute of Actuaries of India , Unit no. F-206, 2 nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706
2	Method of Selection: (Cost Based Selection)
3	Financial proposal to be submitted along with the Technical Proposal:
4	Proposal should remain valid for 120 days from the 'Proposal/ Bid Due Date', i.e., 120 days from the last day for the submission of proposals/bids. This shall constitute the proposal/bid validity period.
5	The applicant is required to include with its proposal written confirmation of authorization to sign on behalf of the applicant.
6	The applicant must submit Technical Proposal (original) and Financial Proposal (original) in print.
7	The applicant is required to submit sealed Technical Proposal and separately Sealed Financial Proposal. Email submissions are not allowed. Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Selection of Agency for Design, Production and Printing of Coffee Table Book for "Institute of Actuaries of India." The name of the applicant submitting the Proposal must also be clearly indicated on the envelope. Each page in the Proposal (Technical and Financial separately) shall be serially numbered.
8	An Earnest Money Deposit (hereinafter referred to as 'the EMD') must be submitted along with the proposal
9	The Amount for EMD : ₹ 100,000.00 only (Rupees One Lakh only)
10	Format for EMD : Bank Draft from any Nationalized/Scheduled Bank, drawn in favour of "INSTITUTE OF ACTUARIES OF INDIA" payable at Mumbai
11	EMD will be returned not later than 180 days from Proposal Due Date, except in case of the 2 Ranked bidders. EMD of the 2 nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The selected bidder's EMD shall be held as Performance Security. This Performance Security would remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidders including warranty obligations and will be refunded thereafter subject to deductions if any. Bids not accompanied by the EMD shall be rejected.
12	All correspondence shall be addressed to: Mr. Dinesh Chandra Khansili, Executive Director, Institute of Actuaries of India , Unit no. F-206, 2 nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706 , Boardline: +91 - 22 - 62433333 Fax: +91-22 – 62433322 Website: www.actuariesindia.org , E-mail: ed@actuariesindia.org
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SCHEDULE OF BIDDING PROCESS

The Institute of Actuaries of India shall endeavour to adhere to the following bidding schedule:

S. No	Event Description	Estimated Date/Time
1	Issue of RFP	January 02, 2020
2	Last date for receiving queries	January 04, 2020 by 12 PM
3	Clarifications on queries will be uploaded on IAI Website on or before	January 05, 2020
4	Last date for submission of sealed bids	January 07, 2020 by 17:00 hrs
5	Opening & awarding of Bids	January 08, 2020 : 11.30 hrs



4. INTRODUCTION

4.1 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. As a consequence of this, the erstwhile [Actuarial Society of India](#) was dissolved and all the Assets and Liabilities of the Actuarial Society of India were transferred to, and vested in, the Institute of Actuaries of India constituted under Section 3 of the Actuaries Act, 2006.

The erstwhile Actuarial Society of India (ASI) was established in September 1944. Since 1979 the ASI has been a Full Member of International Actuarial Association (an umbrella organizations to all actuarial bodies across the world) and is actively involved in its affairs. In 1982, the ASI was registered under Registration of Literary, Scientific and Charitable Societies Act XXI of 1860 and also under Bombay Public started conducting Fellowship level examination leading to professional qualification of an actuary, till then the accreditation was based on Institute of Actuaries, London examinations (now Institute and Faculty of Actuaries.).

Objects of the IAI: The main objects of the Institute are (section 5 of the Actuaries Act, 2006);

- To promote, uphold and develop the standards of professional education, training, knowledge, practice and conduct amongst Actuaries;
- To promote the status of the Actuarial profession;
- To regulate the practice by the Members of the profession of Actuary;
- To promote, in the public interest, knowledge and research in all the matters relevant to Actuarial Science and its application; and
- To do all such things as may be incidental or conducive to the above objects or any of them.

4.2 PROJECT OBJECTIVES

The purpose of this RFP is to invite Proposals from experienced service providers of repute by carrying out the tender procedure for selection of agency for design & production (Including Editing, Photo-Editing, Developing Info graphics and Proof- Reading) and printing Coffee Table Book (hereinafter referred to as 'the Project').



5. BRIEF DESCRIPTION OF THE SELECTION PROCESS

The Institute has adopted two stage bidding process (collectively referred to as the “Bidding Process”) for selection of the bidder for award of the Project. The first stage of the evaluation (the “Qualification-Technical Proposal Stage”) of the process involves Qualification (Financial Capability, Experience, etc.) of the Bidders, in accordance with the provisions of this RFP.

At the end of first stage, the Institute will announce a list of all Bidders who are qualified and eligible for evaluation in the Second stage (the “Financial Proposal Stage”) and whose financial bids can be opened and evaluated in accordance with the provisions of this RFP.

The Financial Bids of all the short listed/qualified bidders will be opened on a pre-decided date and time. All qualified bidders will be invited to the opening of financial bids.

A Bidder is required to deposit, along with its Bid, an EMD that will be retained / held as Performance Security for the selected bidder/ applicant, equivalent to an amount of ₹ 1,00,000/- (Rupees One Lakh only) for the Project. The EMD shall be refundable to unsuccessful bidders not later than 180 (one hundred and eighty) days from the Bid Due Date, except in the case of the 2 Ranked Bidders. EMD of the 2nd ranked bidder shall be returned on signing of the agreement with the selected bidder. The Performance Security would remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Bidders including warranty obligations and will be refunded thereafter subject to deductions if any. The Bidders will provide EMD in the form of a demand draft drawn on any Nationalized/Scheduled Bank, acceptable to the Institute. The Bid shall be summarily rejected if it is not accompanied by the requisite EMD of ₹ 1,00,000 (Rupees One Lakh Only) or the EMD is not furnished in the manner prescribed by this RFP.

5.1 REQUEST FOR PROPOSAL (RFP)

The Institute intends to select the Agency through an open competitive bidding in accordance with the Procedure set out herein.

5.2 RFP DOCUMENT

The RFP document can be downloaded from the official website of the Institute www.actuariesindia.org.

5.3 EARNEST MONEY DEPOSIT (EMD) AND PERFORMANCE SECURITY

5.3.1 The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) that will be retained/held as performance security for successful bidder, equivalent to an amount of ₹ 1,00,000/- (Rupees One Lakh only) by way of a demand draft drawn on a



Nationalized/Scheduled Bank in favour of Institute of Actuaries of India and payable at Mumbai which shall be promptly replaced in case of expiry.

5.3.2 Any Bid not accompanied by the EMD shall be summarily rejected by the Institute as non-responsive.

5.3.3 The EMD of unsuccessful Bidders will be returned promptly without any interest, but not later than 180 (one hundred and eighty days) from the Bid Due Date except in the case of the 2nd ranked bidder.

5.3.4 The EMD shall be forfeited as Damages without prejudice to any other right or remedy that may be available to the Institute under this RFP, the bids and/ or under the Agreement, or otherwise, under the following conditions:

- a) If the Bidder withdraws its Bid during the Bid Validity Period as specified in this RFP and as extended by mutual consent of the respective Bidder(s) and the Institute;
- b) If the Bidder submits a conditional Bid which would affect unfairly the competitive position of other Bidders who submitted substantially responsive Bids.
- c) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- d) In the case of the Preferred/Selected Bidder, if the Bidder fails within the specified time limit to:
 - i) To sign and return the duplicate copy of Letter of Intent (LOI);
 - ii) To furnish the required Performance Security within the period prescribed there;
 - iii) Sign the Agreement.
- e) Any other conditions, with respect to the Preferred Bidder, for which forfeiture of Bid Security has been provided under this RFP.

5.4. FORMAT AND SIGNING OF BID

5.4.1 The Bidder shall prepare one original printed copy of the documents comprising the Bid as described in the RFP. The Bidder has to submit Technical & Financial Bid for the Project along with all relevant required documents and EMD.

5.4.2 The Bid shall be in print and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

5.4.3 The Bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Institute afterwards, or as necessary to correct errors made by the Bidder, in which case all such corrections shall be initialled by the person or persons authorised to sign the Bid.

5.4.4 The Bid documents shall be serially numbered with index and spirally bound or securely fastened. Bids submitted as loose sheets shall be rejected as non-compliant.



5.5 SUBMISSION OF BIDS SEALING AND MARKING OF BIDS

5.5.1 The Bidder shall submit the Bid in two separate envelopes as below: Envelope I: Technical Bid accompanied by EMD Demand Draft Envelope II: Financial Bid
The Technical & Financial Bid shall be sealed in separate envelopes (Envelopes I &II) and the sealed Technical & Financial Bid envelopes (Envelopes I &II) shall be put in an outer envelope and sealed. The envelopes shall be respectively marked as follows:-

OUTER ENVELOPE

Bids for the “Selection of Agency for Design, Production and Printing of Coffee Table Book for Institute of Actuaries of India”.

ENVELOPE- I- TECHNICAL BID

Technical Bid	for the Selection of Agency for Design & Production
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and Printing of Coffee Table Book for Institute of Actuaries of India. The Envelope I marked as ‘Technical Bid’ shall contain the following:

- i) Earnest Money Deposit
- ii) Documents listed in Annexure I to IX.

ENVELOPE- II FINANCIAL BID:

Financial Bid	for the Selection of Agency for Design & Production
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and Printing of Coffee Table Book for Institute of Actuaries of India. The Bidder shall submit its Financial Bid in the format specified at Annexure-X,

Any billing linked to the Institute’s Assets and/or Revenue will disqualify the bidder.

5.5.2 THE BID SHOULD BE ADDRESSED AND SENT TO:- Mr. Dinesh Chandra Khansili

Executive Director, Institute of Actuaries of India

E-mail: ED@actuariesindia.org

5.5.3 If the outer envelope is not sealed and marked as above, the Institute will assume no responsibility for the misplacement or unauthorised opening of the Bid.



5.6. LATE BIDS

5.6.1 Any Bid received by the Institute after the Bid Due Date and time will not be accepted but the Institute will assume no responsibility for the misplacement or unauthorised opening of such Bid and shall not be liable to return the same to the Bidder.

5.7 WITHDRAWAL OF BIDS

5.7.1 The Bidder may modify, substitute or withdraw its Bid after submission, provided that written notice of the modification, substitution or withdrawal is received by the Institute prior to the Bid Due Date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

5.7.2 The modification, substitution or withdrawal notice shall be prepared, sealed, marked, and delivered with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate and be sent to the Institute at the address as mentioned in the RFP.

5.7.3 Any alteration/modification/substitution/withdrawal in the Bid or additional information supplied subsequent to the Bid Due Date, unless the same has been expressly sought for by the Institute, shall be disregarded.

5.8 BID OPENING AND EVALUATION OPENING OF TECHNICAL BID

5.8.1 The Institute will open the outer envelope of all the Bids received (except those received late) containing the sealed Technical Bid and the sealed Financial Bid and announce the names of Bidders, who have given notice for withdrawal of their Bids in the presence of Bidders or their representatives who choose to attend on the date and time mentioned in the RFP. In the event of specified date of Bid opening being declared as a holiday for the Institute, the Technical Bid will be opened at the appointed time and location on the next working day.

5.8.2 Bids for which acceptable notice of withdrawal has been submitted shall not be opened and shall be returned.

5.8.3 Envelopes marked Technical Bid of other Bidders shall then be opened. Bidder's names, the presence/or absence of EMD, the amount and validity of EMD furnished with each Bid and such other details, as the Institute may consider appropriate will be announced by the Institute at the opening.



5.8.4 The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance.

5.8.5 The sealed envelopes containing the Financial Bids shall not be opened at this stage.

5.9 EXAMINATION OF TECHNICAL BID AND DETERMINATION OF RESPONSIVENESS

5.9.1 Prior to evaluation of Technical Bids, the Institute will determine whether the Bid is accompanied by the required EMD.

5.9.2 If the EMD furnished does not conform to the amount and validity period as specified in this RFP document and has not been furnished in the form specified in the RFP, the Bid shall be rejected by the Institute as non-responsive.

5.9.3 Subject to confirmation of the EMD by the issuing bank, the Technical Bid accompanied with valid EMD will be taken up for determination of responsiveness of the Bid in terms hereof. In case, the Bank does not confirm the EMD, the Bid shall be rejected as non-responsive and no further evaluation shall be carried out.

5.9.4 Test of Responsiveness- Prior to evaluation of Bids, the Institute shall determine whether each bid is responsive to the requirements of the RFP. A bid shall be considered responsive only if;

- a) It is received in as per the formats provided in the RFP at Annexure – I to Annexure –X
- b) It is received by the Bid due date and time including any extension there of
- c) It is duly signed and marked as stipulated in the RFP
- d) it is accompanied by EMD as stipulated specified in this RFP
- e) It is accompanied by the Power of Attorney as specified in the RFP
- f) It contains all the information and documents (complete in all respect) as required in the RFP and/or bidding documents (in the same format as those specified)
- g) It does not contain any conditions or qualifications
- h) It contains certificates from the Bidder's statutory auditors in the formats as specified

Responsive Bidders may be called for Presentations

The presentation, among other things, should include the following:

1. Design & Layout, Editing, Photo Editing, Developing Info graphics, Proof Reading and Printing of the proposed book. Technology involved schedules & Budgeting, of the proposed book.
2. Profile of the Agency.



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5.9.5 The Technical Bid will further be examined to determine whether the Bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this RFP, is accompanied by the requisite certificates, undertaking and other relevant information specified in this RFP document and is substantially responsive to the requirement of this RFP and provides any clarification for ascertaining the correctness of the information/details that the Institute may require.

5.9.6 If the Technical Bid of any Bidder is not substantially responsive, the Bid of such Bidder will be rejected by the Institute and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or substitution or withdrawal of the non-conforming deviation or reservation.

5.9.7 The Institute shall inform by email or any other mode of communication the Bidders, whose Technical Bid is found to be responsive and who are short listed based on qualification criteria as detailed out in the RFP, the date, time and place of opening of Financial Bid to enable the agencies to attend the opening of the financial proposals.

5.10 OPENING OF FINANCIAL BIDS

5.10.1 The Institute will open the envelope marked 'Financial Bid' of only those Bidders whose Technical Bids have been determined to be substantially responsive in accordance with the RFP and determined to fulfil the qualification criteria as detailed out in the RFP, in presence of the Bidders or their representatives who choose to attend on the date intimated to such Bidders. In the event of specified date of Financial Bid opening being declared a holiday for The Institute, the 'Financial Bids' shall be opened at the appointed time and location on the next working day.

5.10.2 The Bidders or their representatives who are present shall sign attendance sheet evidencing their attendance.

5.11 EXAMINATION OF FINANCIAL BIDS AND DETERMINATION OF RESPONSIVENESS OF FINANCIAL BID

5.11.1 The Institute will determine responsiveness of each Financial Bid in accordance with the price quoted.

5.11.2 A substantially responsive Financial Bid is one which conforms to all the terms, conditions and specifications of this RFP.

5.11.3 If the Financial Bid of any Bidder is not substantially responsive in terms hereof, the Bid of such Bidder shall be rejected by the Institute and the Bidder shall not



subsequently be allowed to make its Bid responsive by correction or modification or substitution withdrawal of the non-conforming deviation or reservation.

5.12 CORRECTION OF ERRORS

5.12.1 Financial Bids determined to be substantially responsive will be checked by the Institute for any arithmetic errors. Arithmetic errors will be rectified on the following basis:-

i. Where there is a discrepancy between the amount quoted in the Financial Bid, in figures and in words, the amount in words will prevail over the amounts in figures, to the extent of such discrepancy

5.12.2 The amount stated in the Financial Bid will be adjusted by the Institute in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount of Bid, his Bid will be rejected, and his EMD may be forfeited.

5.13 EVALUATION AND COMPARISON OF FINANCIAL BIDS

5.13.1 The Institute will evaluate and compare only those Financial Bids which are determined to be substantially responsive.

5.13.2 In evaluating the Financial Bids, the Institute will determine for each Financial Bid the amount quoted by the Bidder.

5.14 CLARIFICATION OF BIDS

5.14.1 To assist in the examination, evaluation and comparison of Bids, the Institute may, at its discretion, ask any Bidder for authentication of the correctness of the information/details furnished by him in his Bid. Such request by the Institute and the response by Bidder shall be in writing or by cable/email, but no change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the Institute in the evaluation of the Bids.

5.14.2 Subject to Sub Clause 5.14.1, no Bidders shall contact the Institute on any matter relating to his Bid from the time of Bid opening to the time contract is awarded.

5.14.3 Any effort by the Bidder to influence the Institute in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.



5.15 PROCESS TO BE CONFIDENTIAL

5.15.1 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Institute in relation to or matters arising out of, or concerning the Bidding Process. The Institute will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Institute may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Institute or as may be required by law or in connection with any legal process.

5.16 AWARD OF CONTRACT SELECTION & AWARD CRITERIA:

5.16.1 The evaluation committee shall evaluate the Technical Proposals on the basis of responsiveness to this RFP, applying the evaluation criteria, sub- criteria, and point system specified in this RFP. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to this RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in this RFP.

5.16.2 The Committee shall evaluate each technical proposal taking into account several criteria. Each criterion shall be marked on a scale of 1 to 100. Then the total points shall be weighted to become scores. The points and the criterion have been specified in the RFP.

5.16.3 On the basis of technical assessment which includes presentation, the financial bids of technically qualified bidders shall be opened.

5.17 EVALUATION OF FINANCIAL BIDS

5.17.1 The financial proposals shall be opened publicly in the presence of representatives of the agencies who choose to attend. The name of the agencies and the prices quoted shall be read out.

The successful bidder shall be the bidder having the lowest financial quote.

5.18 INSTITUTE'S RIGHT TO ACCEPT ANY BID AND REJECT ANY OR ALL BIDS

5.18.1 Notwithstanding anything contained in Clause 5.16, the Institute reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or



Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Institute's action.

5.19 VALIDITY OF THE PROPOSAL

The Proposal shall be valid for a period of not less than 120 days from the Proposal Due Date (PDD).

5.20 LETTER OF INTENT

After selection, a Letter of Intent (the "LOI") shall be issued, in duplicate, by the Institute to the selected Bidder. The selected Bidder shall within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the selected Bidder is not received by the stipulated date, the Institute may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Institute on account of failure of the selected Bidder to acknowledge the LOI, and the Institute may initiate the bidding process again for the other Qualified Bidders or may annul the bidding process and take steps to start a fresh bidding process.

After acknowledgement of the LOI as aforesaid by the selected Bidder, it shall cause such Bidder to execute the Agreement. The selected Bidder shall not be entitled to seek any deviation, modification or amendment from the terms of this RFP in the Agreement.

6. TERMS OF REFERENCE & SCOPE OF WORK

For Design & Production (Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India containing specifications as below and delivery of 750/1000/1250 hard copies thereof at Institute of Actuaries of India's Head Office, Mumbai and the Branch, Liaison and representative offices of the Institute.

6.1 SPECIFICATIONS OF THE COFFEE TABLE BOOK

Coffee Table Book with dust-jacket, bookmark and slip case.

1. No. of Pages : 100 (front back printing) (Additional Sheets cost pro rata)
2. No. of copies : 750/1000/1250 (bidder need to quote for all the three quantities)
3. Paper specifications

I. Inside pages :



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

Size

- (Closed) 11.0"x 11.0"
- (Open size) 11.0"x22.0"

Paper: 145 GSM Natural Evolution White Paper, Varnishing
(Aqueous Coating)

Binding: Section Sewn

II. Cover:

Size

- (Closed) 11.5"x11.25"
- (Open size) 11.5"x 22.50" (plus spine)

Paper: 2.5 mm Imported Kappa Board

4. Printing:

Coffee Table book, cover, dust jacket, bookmark and slip cover: 4 colour plus 1 spot colour

5. Finishing : Cover Lamination & inside with varnishing

6. Packaging Packed individually in corrugated boxes or equivalent for ready couriering.

The Institute reserves its right in exceptional cases to agree for any other specifications which improve the quality of the Coffee Table Book, up to 5% addition to the listed price for the specifications given here.

Details:

1. Design & Production (Including Editing, Photography, Photo-Editing, Developing Info graphics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India
2. Delivery of printed copies at Institute of Actuaries of India's Head Office, Navi Mumbai and any other specified locations.
3. Soft copies in PDF of the final artwork (with and without cut marks) of wrapper, inside pages, dust jacket and bookmark and open files of the same in the application in CDR format which artwork is created in CDs to IAI's Head Office, Navi Mumbai.



The Agency has to provide the Coffee Table Book reprint copies at the same rate as quoted for additional copies in their price bid for next 3 years whenever required. Quotation should include additional print with 3 years rate guarantee for minimum re order of 100 and 200 copies.

7. DELIVERABLES AND TIME SCHEDULES

Phase-I:

Schedule: To be completed within a period of 7 days from the date of award.

Deliverable: First cut of design & layout of the book complete with text and photographs to be submitted

Review will be carried out within 3 days of submission of this version and presentation by the Agency.

Phase-II:

Schedule: To be completed within 5 days from the date of receiving corrections

Deliverable: Final version of the book with all corrections and modifications to be submitted.

Review will be carried out within 2 days of submission of the final version and presentation by the Agency.

During each phase, Review meetings would be held for discussion, feedback and course corrections and for discussing work plan for the next Phase and to obtain the Institute's approval.

Phase-III:

Schedule: To be completed within 5 days of getting the final approval from the Institute.

Deliverable: Printing, individual packing and delivery of books at Institute of Actuaries of India's Head Office, Mumbai

8. PAYMENT SCHEDULE

8.1 TERMS OF PAYMENT

The quoted amount shall include all expenses, whatsoever, such as all out of pocket expenses etc. to be incurred by the Agency to complete the assignment



- 20% of the contract value will be released after satisfactory completion of Phase-I, i.e. first cut of design & layout and once it is approved by Institute of Actuaries of India
- 20% of the contract value will be released after completion of Phase-II.
- 60% of the contract value will be released after completing the Phase-III, i.e. after the delivery of books.

All payments shall be made in local currency (INR) only.

In case Institute decides to abandon the Project for any reason, whatsoever, at any time, the payment of the Agency shall be restricted up to the stage the services have actually been provided by the Agency.

8.2 PENALTY FOR DELAY

If the Agency fails to supply the coffee table books within the stipulated period, then penalty @ 2% of contract value will be charged per month as penalty charge beyond extension period if any, allowed by the Institute.

9. ELIGIBILITY CRITERIA (QUALIFICATIONS)-REQUIREMENT OF AGENCY

9.1 Agency must have carried out such similar assignment of at least two coffee table books. Weightage will be given to Agencies who have carried out such assignment of Designing, Editing, Photo-Editing, Developing Infographics, Proof-Reading & Printing of Coffee Table Book

9.2 Agencies should have been in operation for a minimum period of three years in printing/production of coffee table books, other books, brochures, maps, posters folders, carry bags, calendar and other such material. Proof to be submitted should be in the form of Registration/Incorporation Certificate in the name of the agency submitting the bid along with samples of such production/prints.

9.3 The Agency must have an annual turnover of ₹ 20.00 Crores or more in each of the last three financial years. A certified copy of financial statements from



respective auditor, clearly specifying the turnover for each year must be submitted in this regard.

9.4 The Agency should have an office in Mumbai/ Navi Mumbai/Thane and have adequate in- house facilities for design & layout and Production, offset and colour printing, drum scanning, system work and all auxiliary facilities like folding machines, sewing machine, case making machine, etc. (self-certification required and the Institute reserves the right to inspect the facilities)

10. TEAM

A set of key experts/professional staff with minimum professional experience required are listed below. Please examine the TOR and add more experts if required for the proper completion of the assignment

Experts	Skills & Experience (as on December 31 st , 2019)
Designer*	At least 5 years of relevant experience.
Editor*	At least 5 years of relevant experience as reputed Editor of Coffee Table Book Publications
Photo	At least 2 years of relevant experience.

* For each position of key professional, Curriculum vitae is required.

11. EVALUATION AND SELECTION PROCESS

11.1 EVALUATION OF TECHNICAL PROPOSAL (QUALIFICATION)

The evaluation of Technical Proposal will be made on the basis of Eligibility criteria, Project team. The bidders are required to score minimum 60 technical points to qualify the technical bid on the following criteria:

S.No.	Parameters	Maximum Marks
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1	Design, Layout & Printing of Coffee Table Book. Minimum 2 Books - 10 Marks Above 2 up to 10 Books - 15 Marks Above 10 Books - 20 Marks	20
3	Annual Turnover. Above 20 upto 50 Crore - 5 Marks Above 50 Crore - 10 Marks	10
4	Operational Experience in the related field 3 years or more and less than 5 Years -10 Marks 5 Years & above- 15 Marks	15
5	In-house facilities.	15
6	Profile of Team Members	10
7	Presentation: i. Design & Production & Printing of the proposed book. ii. Profile of the Agency.	30
	TOTAL	100

11.2 The Agency, who does not possess the required qualifications and experience, will not be considered for opening of Financial Proposal. Institute reserves the right to judge, appraise, and reject any or all proposals.

11.3 In case the agency intends to outsource or sub contract any part of the project work, then it should be stated so in the bid document. Further, such outsourcing has to be subject to approval of the Institute.

EVALUATION OF FINANCIAL PROPOSAL

For financial evaluation, total cost of proposal will be considered. This however, will be exclusive of all applicable taxes.

The Institute will determine whether the financial proposals are complete, correct and free from any computational errors and indicate correct prices in Indian Rupees.

11.3 SELECTION OF AGENCY



SELECTION METHOD

A committee appointed by the Institute, would select agency, based on the least financial quote and based on score obtained in technical bid. If for any reason the agency with the least financial quote is unable to execute the contract the opportunity would be extended to the next lowest bidder.

The Institute will notify the selected Agency in writing by registered letter, courier, e-mail, facsimile or any other method of communication.

After finalization of detailed scope of work, terms & conditions, schedule, and cost for the services, the agency selected will be required to enter into a contract / agreement with the Institute to provide the envisaged services described in the Scope of work.

12. TERMS AND CONDITIONS

12.1 The Agency has to carry out relevant jobs like getting an ISBN number| at its own cost and be responsible for advising the Institute on any other statutory and commercial formalities and documentation for publishing such a book and assist in complying with them.

12.2 The book will be designed according to the brief provided by the Institute.

12.3 The Agency has to provide the Coffee Table Book reprint copies at the same rate for next 3 year whenever required. The copyright will be owned by the Institute of Actuaries of India.

12.4 Printed books are to be delivered at the Head office of Institute of Actuaries of India

12.5 Sample copies of published similar Coffee Table Book by the agency should be submitted at the time of submitting the bids.

12.6 The Bidders shall bear all costs associated with the Bid including preparation, submission of its proposal, making presentation and till completion of



the process/project. No additional costs/out of pocket expenses shall be reimbursed by the Institute.

12.7 All documents submitted by the Bidders will be treated as confidential, and will not be returned.

12.8 Institute reserves the right to accept or reject any or all proposals, without thereby incurring any liability to the affected Bidders or any obligation to inform the Bidders.

Institute also reserves the right not to award or enter into any contract or agreement with any Bidder, and may terminate the procurement process at any time without thereby incurring any liability to any Bidder.

12.9 Failure by any Bidder to provide all of the information required in the proposal or any additional information requested by Institute may lead to rejection of the Bidders proposal in its entirety.

12.10 Applicants have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract at any stage.

12.11 Wherever required by applicable laws, Institute shall deduct taxes at source, from the amounts payable, and shall provide to the Agency the appropriate tax deduction certificate evidencing payment of such taxes.

12.12 FORFEITURE OF E.M.D:

The EMD made by the bidder will be forfeited if --

- a) The bidder withdraws the bid after acceptance.
- b) The bidder withdraws the bid before the expiry of the validity period of the bid.
- c) The bidder violates any of the provisions of the terms and conditions of this RFP.



12.13 THE INSTITUTE RESERVES THE RIGHT TO:

- a) Add, Modify, Relax or waive any of the conditions stipulated in this RFP wherever deemed necessary.
- b) Accept / Reject any or all the bids without assigning any reason thereof.
- c) Award contract to any of the bidders for the item/s covered by this RFP.
- d) Revise the Quantity on same price and other conditions.

12.14 REJECTION OF BIDS

The bid is liable to be rejected inter-alia:

- a) If it is not in conformity with the instructions mentioned herein,
- b) If it is not accompanied by the requisite EMD,
- c) If it is not properly signed by the bidder,
- d) If it is received after the expiry of the due date and/or time,
- e) If it is evasive or incomplete including non-furnishing the required documents.
- f) If it is quoted for period less than the validity of bids.
- g) If it is received from any blacklisted vendor or whose past experience is not satisfactory at the time of placing the order.

12.15 PERFORMANCE SECURITY

The EMD of the successful bidder shall be retained as Performance Security.

12.16 PRICE

The bidders should quote only the base price (price exclusive of taxes). All applicable taxes will be paid as actuals. The price shall be all inclusive of labor cost, ex-factory price per unit, packing, forwarding, freight, transit insurance, road permit charges,, other expenses, if any, including delivery. The contract will be awarded on Lump Sum (Firm, Fixed Price) basis. There



shall be no escalation in the prices once the prices are fixed and agreed to by the Institute and the bidders. But, any benefit arising out of any subsequent reduction in the prices including due to reduction in duty & taxes should be passed on to the Institute.

12.17 ROYALTIES AND PATENTS

Any royalties or patents or the charges for the use or infringement thereof that may be involved in the contract shall be included in the price. Bidders shall indemnify and hold harmless the Institute against any claims thereof.

13. CONTENTS OF PROPOSAL

Technical/Qualification Proposal

1. Annexure I: Letter Comprising the Bid
2. Annexure II: Checklist of Submissions
3. Annexure III: Details of Bidder
4. Annexure IV: Details of Eligible Assignments of Bidder
5. Annexure V : Team Composition and Task Assignment/Jobs
6. Annexure VI: Curriculum Vitae (CV) For Proposed Professional Staff
7. Annexure VII: Financial Capacity of the Bidder
8. Annexure VIII: Statement of Legal Capacity
9. Annexure IX: Power of Attorney for signing of Application Financial Proposal
10. Annexure X: Price Bid (Financial Bid)

Standard Format for submission of the Proposal are enclosed with this RFP. Brief description of the submission of the proposal is given as under:

14. TRANSMITTAL LETTER AND TITLE PAGE

Include a transmittal letter containing a brief statement of the bidder's understanding of the work to be done and an indication of positive interest in performing this work for Institute.

15. REQUEST FOR CLARIFICATIONS

15.1 Bidders requiring any clarification on the RFP may notify the Institute in writing or e-mail in accordance with the RFP. They should send in their queries before the date specified in the schedule of Bidding Process contained in the RFP. The Institute shall endeavor to respond to the queries within the period specified therein, but not later than 5 (five) days prior to the Bid Due Date. The queries will be sent by e-mail to Mr. Dinesh Chandra Khansili, Executive Director (ED@actuariesindia.org), Institute of Actuaries of India. The Institute will upload all the queries and its responses thereto on the website, without identifying the source of queries.



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15.2 The Institute shall endeavour to respond to the questions raised or clarifications sought by the Bidders. However, Institute reserves the right to not respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring the Institute to respond to any question or to provide any clarification. The Institute shall not take any responsibility for delay in response due to unavoidable circumstances.

15.3 The Institute may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by the Institute shall be deemed to be part of the RFP. Verbal clarifications and information given by Institute or its employees or representatives shall not in any way or manner be binding on the Institute.

16. AMENDMENTS OF RFP

16.1 At any time prior to the deadline for submission of RFP, Institute may, for any reason, whatsoever at its own initiative or in response to clarifications requested by Bidder, modify the RFP by the issuance of Addenda.

16.2 Any Addendum thus issued will be uploaded on the website. All such amendments/addendum will become part of the RFP.

17. JURISDICTION AND APPLICABLE LAW

The Laws of India shall govern the RFP and Contract arising out of this RFP. All disputes shall be decided within Jurisdiction of the Competent Courts at Mumbai subject to the arbitration clause, if any, in the contract to be signed.



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ANNEXURE I: LETTER COMPRISING THE BID

Ref. Date:

To,

Executive Director,
Institute of Actuaries of India,
Navi Mumbai- 400706

Sub: - Application & bid for “ Selection of Agency for Design & Production (Including Editing, Photo-Editing, Developing Infographics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India “

Dear Sir,

Being duly authorised to represent and act on behalf of _____ (hereinafter referred as the "Bidder"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and applies for qualification for undertaking the ‘Selection of Agency for Design & Production (Including Editing, Photo-Editing, Developing Infographics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India ‘ (‘Project’).

We are enclosing our Bid, in conformity with the terms of the RFP, and furnishing the details as per the requirements of the RFP, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Proposal is complete, true and correct in every detail.

We confirm that the proposal is valid for a period of 120 days from the due date of submission of bid and is unconditional.

We hereby also confirm the following:



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1. The Proposal is being submitted by M/s_____ (name of the Bidder, in accordance with the conditions stipulated in the RFP).
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by The Institute of Actuaries of India (hereinafter referred as the “Institute”) and in any subsequent communication sent by Institute.
3. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from Institute).
4. The information submitted in our Proposal is complete, is strictly as per the requirements stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal.
5. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare and submit this Proposal for undertaking the Project, in the event that we are selected as the Preferred Bidder.
6. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitration tribunal or a judicial Institute or judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public Institute nor have had any contract terminated by any public Institute for breach on our part.
7. I/ We declare that:
 - a. I/ We have examined and have no reservations to the RFP, including any Addendum issued by the Institute; and
 - b. I/ We do not have any conflict of interest in accordance with the RFP document; and
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any request for proposal issued by or any agreement entered into with the Institute or any other public sector enterprise or any Government, Central or State; and
8. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
9. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders
10. I further certify that in regard to matters relating to security and integrity of the country, we, have not been convicted by any Court of Law or indicted or adverse orders passed by the regulatory Institute which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of community.



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11. I further certify that in regards to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by the Court of Law.
12. I further certify that no investigation by a regulatory Institute is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
13. I hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Institute in connection with the selection of the Bidders, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
14. In the event of me being declared as the selected Bidder, I agree to enter into a Agreement. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I have studied the RFP carefully and also surveyed the project details. We understand that except to the extent as expressly set forth in the RFP, we shall have no claim, right or title arising out of any documents or information provided to us by the Institute or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Contract.
16. The amount has been quoted by me/ after taking into consideration all the terms and conditions stated in the RFP, our own estimates of costs and after a careful assessment of the identified project details and all the conditions that may affect the Bid.
17. I agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Authorization is not awarded to me or our Bid is not opened or rejected
18. I agree and undertake to abide by all the terms and conditions of the RFP document and furnishing of the Performance Security to the Institute in the manner provided in respect thereof in the RFP.
19. We confirm that all the terms and conditions of the Proposal are firm and valid for acceptance for a period of 120 days from the Proposal Due Date.
20. I/We offer an Earnest Money Deposit (EMD) of ₹ 100,000 (Rupees One Lakh Only) to the Institute in term of Demand Draft No. dated in favour of Institute of Actuaries of India, Mumbai.
21. I agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I submit this Bid under and in accordance with the terms of the RFP document.

Thanking You,

Yours Sincerely,

Date:

Place:

For and on behalf of: (name of the Bidder and the Company Seal)



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Signature: (Bidder Representative & Signatory)

Name of the Person:

Designation:



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ANNEXURE II: CHECKLIST OF SUBMISSIONS

Sl No	Enclosures to the Technical & Financial Bid	Status (Submitted/Not Submitted)	Comments, if any
1	Covering Letter		
2	Details of Bidder		
3	Technical Capacity (Experience) of the bidder/organization		
4	Turnover (Financial Capacity) of the bidder/organization		
5	Statement of Legal Capacity		
6	Power of Attorney for signing of Bid		
7	Details of EMD		
8	Information regarding litigation, debarment, arbitration, etc.		
9	Bid document along with addendum duly signed by Bidder signatory and stamped.		
10	In case financial strength is being used of the Associates than Board Resolution and Letter of Undertaking		
11	Financial Bid Letter and submissions in line with the RFP requirements		
12	Company Profile and Manpower		
13	Experience certificates for management of similar services		



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ANNEXURE III: DETAILS OF BIDDER

1.	Name of the Organization	
2.	Name of the Authorized Person	
3.	Address & Contact Numbers	
4.	Year of Establishment	
5.	Status of the Firm (whether Pvt Ltd company/ Public Ltd. Company/ partnership firm/Proprietary)	
6.	Names of Directors/ Partners/Proprietor	
7.	Whether registered with Registrar of Companies/ Firms – mention number and date with proof	
8.	Whether registered for Service Tax – mention number and date. Also furnish copies of service tax number allotted	
9.	Whether assessee of Income Tax payee. Mention PAN, furnish copy of last income tax return.	
10.	Name and Address of Bankers	
11.	Whether empaneled with other Government organizations. If so give names of organizations with the details of supply.	
12.	3 years Annual Turnover (Furnished copy of Balance sheet)	
13.	EMD details : DD Number/Bank	
14.	Any other information	

Signature:

Name:

Designation:

Affix Company Seal:



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DECLARATION

1. I / We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Institute of Actuaries of India on the basis of the information given by me/us can be treated as invalid by the Institute of Actuaries of India and I / We will be solely responsible for the consequences.
2. I/We agree that the decision of Institute of Actuaries of India in selection of agency will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and/or in the accompanying sheets.

SIGNATURE:

Name & Designation & seal of the Company

Place.

Date.



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ANNEXURE IV:

DETAILS OF ELIGIBLE ASSIGNMENTS OF APPLICANT

Eligible Assignments of Applicant

Name of Applicant	
Name of the Project	
Description of services performed by the Applicant	
Name of client and Address	
Name, Telephone no. and fax no. of client Representative	
Payment received by the applicant	
Start date and finish date of the services (month/ Year)	
Brief Description of the project	

Notes:

1. Use separate sheet for each Eligible Assignment.
2. Please note that in support of each of the Project Assignment (quoted for experience), a certificate from the Client duly certifying the details is required to be submitted. In the absence of the same, the experience will not be considered for evaluation.



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ANNEXURE V:

TEAM COMPOSITION AND TASK ASSIGNMENT/JOBS

Name	Area of Expertise	Position Assigned	Task Assigned	Employment Status (full-time/ other)	Education/ Degree (Year / Institution)	No. of years of relevant project experience	CV signature by (expert/ other)
.
.
.
.
.
.



ANNEXURE VI:

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff: [Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Work Experience:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned



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[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or

project: Year:

Location:

Employer:

Main project

features: Positions

held: Activities

performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff] [Full name of authorized representative]:

(Max 3 pages per CV)



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ANNEXURE VII: FINANCIAL CAPACITY OF THE BIDDER

Year	Name of the Bidder	Net worth (In Lakhs)	Annual Turnover for preceding three Financial Years (In Lakhs)
TOTAL			

Instructions:

1. Audited report of the balance sheet of the last three financial years of the Bidder

.The financial statements shall:

- a) Reflect the financial situation of the Bidder and its Associates where the Bidder is relying on its Associate's financials;
- b) Be audited by a statutory auditor;
- c) Be complete, including all notes to the financial statements; and
- d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).



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ANNEXURE VIII: STATEMENT OF LEGAL CAPACITY

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

To,

Executive Director
Institute of Actuaries of India

Sub: Bid for “Selection Of Agency for Design & Production (Including Editing, Photo-Editing, Developing Infographics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India”

Dear Sir,

We hereby confirm that we satisfy the terms and conditions laid out in the RFP document.

We have agreed that _____(insert individual’s name) will act as our representative and has been duly Authorised bidder to submit the RFP.

Further, the bidder signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

For and on behalf of
Bidder signatory



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

ANNEXURE IX:

CERTIFICATION OF AUTHORISATION TO SIGN FOR SIGNNING THE APPLICATION

The person signing the application should have been authorised by Board of Directors, if the agency is a company or by the partners of the agency is the partnership firm. A certified true copy of such authorisation by auditor of the company.



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ANNEXURE X: PRICE BID (FINANCIAL BID)

FINANCIAL BID LETTER & FORMAT FOR FINANCIAL OFFER

To,

Executive Director
Institute of Actuaries of India

Sub: Financial Bid for “Selection of Agency for Design & Production (Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India”

Dear Sir,

As a part of the Bid for Selection of Agency for Design & Production (Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and Printing of Coffee Table Book for Institute of Actuaries of India, we hereby make the following Financial Offer (Price Bid) to Institute of Actuaries of India for the project.

SL.NO	SCOPE OF WORK
1	DESIGN AND LAYOUT INCLUDING PHOTO-EDITING & DEVELOPING INFOGRAPHICS (ONE TIME)
2	EDITING & PROOF-READING (ONE TIME)
3	PRINTING INCLUDING COST OF MATERIAL OF: 750/1000/1250 COPIES 1. MAIN BOOK INCLUDING COVER 2. BOOK MARK 3. DUST JACKET AND 4. SLIP CASE 5. PLUS INDIVIDUAL PACKAGING AND DELIVERY AT NAVI MUMBAI

We quote _____(in words) towards project cost with breakup as under:

- Cost of design and layouting
- Printing costs

We understand that the Project cost quoted by us is exclusive of service tax and the same shall be payable over and above the amount quoted at applicable rate.

We agree to be bound by this offer if we are selected as the preferred bidder.

FOR AND ON BEHALF OF

SIGNATURE