Request for Quotation (RFQ) for Printing Assignment of India Brand Equity Foundation (IBEF)

Request for Quotation [RFQ]

10.11.2020

India Brand Equity Foundation, 20th floor,
Jawahar Vyapar Bhawan, Tolstoy Road,
New Delhi -110001

[Total Number of Pages including this page: 14]
PART A:

Brief about India Brand Equity Foundation

The India Brand Equity Foundation (IBEF) is a Trust established by Department of Commerce, Ministry of Commerce & Industry, Government of India.

IBEF’s primary objective is to promote and create international awareness of the Made in India label in markets overseas and to facilitate dissemination of knowledge of Indian products and services.

Towards this objective, IBEF works closely with stakeholders across Government and Industry to promote Brand India. The objective of IBEF is to generate awareness about Indian products to promote India as a preferred business destination.
PART B: RFQ

Overview

The **nature of the services** to be provided is set out in Item 1 and Item 2 of the Contract Information Table (under Part D of this RFQ).

Details about how to submit a Quotation are set out in Item 3 of the RFQ Information Table (under Part C of this RFQ).

**Conditions of Quotation:** Please read the Conditions of Quotation in Part E before submitting a Quotation. The RFQ Information Table in Part C also forms part of the Conditions of Quotation. The Conditions of Quotation are the conditions upon which IBEF shall receive and evaluate Quotations. Failure to strictly observe these conditions may result in a Quotation being rejected without evaluation.

**Quotation Form:** The Quotation Form in Part F is a form that is **mandatory** to be completed. You are advised to not separate the Quotation Form from this RFQ document. A Quotation is likely to be rejected if the Quotation Form is not used. A Quotation must contain (or be accompanied by) all the information and details required by this RFQ.

Enquires, and requests further information about this RFQ, should be directed to the Contact Officer as follows:

Name: Pawan Chabra
Email:pawan.chabra@ibef.org
## PART C:

### RFQ INFORMATION TABLE

<table>
<thead>
<tr>
<th></th>
<th>Closing date and time submission of a Quotation:</th>
<th>The closing date and time of lodgment of a Quotation is by <strong>11.00 hrs November 16, 2020</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Place and method of submission of a Quotation:</td>
<td>A Quotation must be submitted as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>i) Break-up of costs for each of the items of work listed in the Services/Goods to be provided (i.e. under point 1 of Part D of this RFQ) needs to be submitted as part of the Quotation Form. The date of quotes opening will be intimated on IBEF website.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii) Taxes like GST etc. as applicable on the nature of service rendered or goods supplied will be paid as per law hence same will not be required to be indicated in the Quotation m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii) The quotation shall be submitted in sealed envelope and in accordance with terms of this RFQ.</td>
</tr>
<tr>
<td></td>
<td>Status of Quotation:</td>
<td>A Quotation submitted by a prospective Supplier in response to this RFQ constitutes an offer by the prospective supplier to provide the services. The acceptance of that Quotation by IBEF, in accordance with this RFQ, will result in a legally binding contract subsequent to entering into a separate agreement/engagement letter providing the services.</td>
</tr>
<tr>
<td></td>
<td>Information to be provided by suppliers as part of Quotation:</td>
<td>1. A confirmation letter/ undertaking from the Prospective Supplier to provide timely delivery of quality services.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Current Client list</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. References</td>
</tr>
<tr>
<td></td>
<td>Evaluation criteria:</td>
<td>The services to be provided and quoted have to be in compliance with specifications mentioned in Part D Point 2. Any quote with different specification shall NOT be considered and may be rejected at any stage. The financial bids of parties complying with the specifications mentioned in Part D Point 2 will be considered and the lowest bidder who complies with the specifications mentioned in Part D Point 2 and relating to total cost of all printing assignments will be accepted.</td>
</tr>
<tr>
<td>6.</td>
<td>Notification of outcome:</td>
<td>The successful supplier will be notified of the outcome of the RFQ process through IBEF’s website.</td>
</tr>
</tbody>
</table>
**PART D:**

**CONTRACT INFORMATION TABLE**

<table>
<thead>
<tr>
<th></th>
<th>Goods/Services to be provided:</th>
<th>The selected vendor on the basis of L1 will have to provide the printing service for the deliverable on same rate for the period of one year as per the specification.</th>
</tr>
</thead>
</table>
| 2. | Specifications applicable to the Goods/Services to be provided | Please refer to the following list of deliverables. The details of specifications are listed below: 
  1. IBEF Brochure. Specifications are as follows:  
     Size- A4 size  
     Paper quality - 300 GSM Matt Art on cover page  
     Inside pages – 120 GSM Matt Art  
     Binding- Perfect binding  
     Lamination -Lamination matt on outer cover (Front and back) |
| 3. | Location delivery of the Goods/ Services | The services are to be provided IBEF office which is located at 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 |
| 4. | IBEF's address details: | Contact Person at IBEF: Pawan Chabra  
 Address: 20th Floor, Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001 |
PART E: CONDITIONS OF QUOTATION

1. **Conditions of Quotation**
   The conditions of quotation (*Conditions of Quotation*) comprise Part C and Part E of this RFQ.

2. **Communications**
   A prospective supplier must direct all communications and enquiries concerning this RFQ to the Contact Officer named in Part B.

   Unauthorized communication by a prospective supplier with any other employee or IBEF may lead to a Quotation being rejected.

3. **Addenda**
   IBEF may change this RFQ by issuing Addenda in writing. Any Addenda becomes part of this RFQ. Addenda issued by IBEF are the only recognized explanations of, or amendments to, this RFQ.

4. **Agreement to be bound**
   By lodging a Quotation a prospective supplier agrees to be bound by the Conditions of Quotation.

5. **Use of RFQ and information restricted**
   This RFQ, and any information provided by IBEF to a prospective supplier as part of the RFQ process, remain the property of IBEF, and may only be used by a prospective supplier to prepare a Quotation in response to this RFQ.

6. **Status of RFQ representation**
   No representation made by or on behalf of IBEF during the RFQ process binds IBEF unless the representation is subsequently included as part of a mal instrument of agreement.

7. **Confidentiality**
   A prospective supplier who submits a Quotation must keep the information in its Quotation confidential. Nothing in this clause prevents a prospective supplier from disclosing information in its Quotation: that is available to the public generally otherwise than as a result of a breach of this clause 7 by the prospective supplier; if the disclosure of the Quotation is required by law; if the disclosure is necessary to obtain an approval or license under a law.

8. **Confidentiality in IBEF contracts**
   IBEF is committed to ensuring that contracting is conducted in an open and transparent manner.
However, IBEF and prospective supplier (who submits a Quotation) agree not to disclose to others, either during or subsequent to the term of the contract, any information, knowledge or data “Proprietary” or “Confidential Information”, which either Party may receive, or have access to, or which may otherwise be disclosed to the other Party.

IBEF and prospective supplier (who submit a Quotation) also agree to maintain in confidence such Proprietary or Confidential Information unless or until:

a. It shall have been made public by the Party itself or by any third Party; or
b. Either Party receives such Proprietary or Confidential Information from an unrelated third party on a non-confidential basis; or
c. The passage of 5 years from the date of the disclosure of such Confidential Information, whichever shall first occur.

IBEF and prospective supplier (who submit a Quotation) further agree to use all reasonable precautions to ensure that all such Proprietary or Confidential Information is properly protected and kept from unauthorized persons or disclosure.

9. Quotations become property of IBEF

All Quotations become the property of IBEF on submission. IBEF may reproduce all or any part of a Quotation any purpose related to evaluation of the Quotation.

10. Reservations

IBEF reserves the right at its absolute discretion:

(a) by written notice to prospective suppliers to do any of the following things: to discontinue or suspend the RFQ process; to extend the closing date and time in Item 1 of the RFQ Information Table; and to amend this RFQ;
(b) to negotiate with any prospective supplier submitting a Quotation;
(c) to determine the number of organizations with whom it will contract.

11. Content and Format of Quotations

A Quotation must be prepared using the Quotation form in Part F. Submission of Form F is mandatory.

12. Monetary amounts

All monetary amounts must be expressed in Indian National Rupee (INR); and exclusive of applicable taxes.
13. Preparation of Quotation

IBEF will neither be responsible, nor pay, any cost, expense or loss, which may be incurred by any person in connection with the preparation or presentation of a Quotation.

14. Validity

A Quotation constitutes an irrevocable, unalterable offer by the prospective supplier to IBEF. A Quotation must remain valid and open to be accepted 365 Business Days from the closing time and date specified in Item 1 of the RFQ Information Table. The period of 60 Business Days may be extended by written agreement between the prospective supplier and IBEF.

15. Submission of Quotations

A Quotation must be submitted by the closing time and date specified in the RFQ Information Table or as extended under clause 10 (of this Part E).

16. Late Quotations

Late Quotations will not be considered unless IBEF is of the view (and its decision will be absolute and final) that:

(a) Circumstances beyond the prospective supplier’s control were the cause of the lateness; and

(b) The consideration of the late Quotation will not compromise the integrity of the procurement process or provide any unfair advantage to the prospective supplier lodging the late Quotation.

Late Quotations that are not accepted will be marked on the envelope with the time and date of receipt, and be returned to the prospective supplier.

17. Undertaking by Prospective Supplier

Each prospective supplier (submitting a quotation under Quotation m i.e. Part F) shall undertake that, on the date of issuance of this RFQ, its directors, officers or employees have not offered, promised, given, authorized, solicited any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way (to IBEF) in connection with the supply of goods/services and that each prospective supplier has taken reasonable measures to prevent its employees, agents or any other third parties, subject to its control or determining influence, from doing so.

18. Warranty/Guarantee

i) IBEF can ask a replacement of the equipment with immediate effect if found to be not working, with defect, not properly installed or damaged at time of installation running the operations. The supplier must provide after sales services support one year and help in getting support in the company with in warranty and guarantee period.

19. No Conditions
i) The cost will be fixed for the duration of the contract. No deviation from the quoted rate shall be entertained by IBEF.

ii) No conditions would be accepted as part of the RFQ.
PART F: QUOTATION FORM*

*Important Note: This Quotation m must not be separated from this RFQ. If submitting a quotation, you must submit this RFQ in its entirety.

To: India Brand Equity Foundation (IBEF)
I/We:

(Insert name, USE BLOCK LETTERS)
The Supplier hereby offer to supply to IBEF the Goods/services (specified in this RFQ) in accordance with the Conditions of Contract and the following Addenda (if any) issued by IBEF.

<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Date and description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lump Sum Option:
The price offered is:

INR excluding tax

(Insert offered price)

Schedule of Rates Option:
The price offered is a price calculated in accordance with the following schedule of rates:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages</td>
<td>289 pages* to be printed in 4+4 colour (including front and back covers)</td>
</tr>
<tr>
<td>Size</td>
<td>A4 size</td>
</tr>
<tr>
<td>Paper quality</td>
<td>300 GSM Matt Art on cover page Inside pages – 120 GSM Matt Art</td>
</tr>
<tr>
<td>Type of printing</td>
<td>Digital/Offset</td>
</tr>
<tr>
<td>Binding</td>
<td>Perfect binding</td>
</tr>
<tr>
<td>Lamination</td>
<td>Lamination on outer cover (Front and back)</td>
</tr>
<tr>
<td>Deadlines</td>
<td>Sample copy – 1 day from receipt of final print ready file from IBEF 25 copies – 1 Day from receipt of final print ready file from IBEF</td>
</tr>
<tr>
<td>(1) Single Unit Price</td>
<td></td>
</tr>
<tr>
<td>(2) 25 copies price</td>
<td></td>
</tr>
<tr>
<td>Total (1+2)</td>
<td></td>
</tr>
</tbody>
</table>

(Notes: The Total will be used to evaluate quotations. All rates must exclude taxes but must include delivery charges of Items at IBEF office.)

Supplier agrees that Supplier’s details the service of all/ any Notices (under this RFQ) will be as follows:
Address: 

Facsimile: 

Contact person and Designation: 
(Insert details, use BLOCK LETTERS)

I/We confirm the following supplementary documentation has been submitted with this offer as required by the RFQ:

<table>
<thead>
<tr>
<th>Information / Document Description</th>
<th>No. of pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Undertaking</td>
<td></td>
</tr>
<tr>
<td>2. Current Client list</td>
<td></td>
</tr>
<tr>
<td>3. References</td>
<td></td>
</tr>
</tbody>
</table>

I/We declare that:

a. the Conditions of Quotation are agreed;
b. on the date of issuance of this RFQ, my/ our directors, officers or employees have not offered, promised, given, authorized, solicited any undue pecuniary or other advantage of any kind (or implied that they will or might do any such thing at any time in the future) in any way (to IBEF) in connection with the supply of goods/services and that I/ We has (have) taken reasonable measures to prevent our employees, agents or any other third parties, from doing so; and

c. the Information and particulars provided as part of this offer are accurate and correct.

Dated: 
(insert date)

Signing by a Supplier who is an individual/ Company/ Partnership

Signed by the Supplier (authorised Signatory) named below:

Supplier's signature: 

[ ]
Special Instructions-

1. Quantity will be as per requirement of IBEF.
2. Rates given in RFQ will be frozen for the year.
3. Slight changes in design, size and quality of paper and printing as per specification can be done by IBEF considering the cost effect in mind.
4. IBEF reserves the rights to cancel the order or increase the quantity as per requirement.
5. Payment will be made to the agency within 30 days after successful completion of the project. Agencies are requested to quote their rates exclusive of applicable taxes.
6. The rates include delivery of items at the IBEF office.
7. Timelines are extremely crucial in this regard. Agencies should keep that in mind before submitting their quotes.
8. In case there is a variation in the number of pages (increase or decrease), the price will be adjusted on a pro rata basis.
9. Slight changes in specification can be done as per design with in same cost parameters

This RFQ is not an agreement and is neither an offer nor invitation by IBEF to the prospective suppliers or any other person. The purpose of this RFQ is to provide prospective suppliers with Information that may be useful to them in preparing their quotation pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by IBEF in relation to the Supply of Goods/ Services. Such assumptions, assessments and statements do not purport to contain all the Information that each prospective supplier may require. This RFQ may not be appropriate all persons, and it is not possible IBEF, its employees to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and Information contained in this RFQ may not be complete, accurate, adequate or correct. Each prospective supplier should, theree, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and Information contained in this RFQ and obtain independent advice from appropriate sources.

IBEF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the Information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that IBEF is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, the Project and IBEF reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

Further, all Information/data/reports/pitches/data or other material submitted to IBEF under this Tender/RFP/RFQ by the Applicant shall become the property of IBEF. The Applicant hereby agrees that they shall not have any right claim, authority whatsoever over the submitted Information/reports/pitches/data or other material to IBEF. The Applicant further agrees and undertakes that IBEF may use the said Information/data/reports/pitches/data or
other material at its sole discretion and the Applicant shall not have any objection whatsoever in IBEF using the same.

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