

राष्ट्रीय अवसंरचना वित्तपोषण और विकास बैंक (नैबफिड)

**National Bank for Financing Infrastructure and Development (NaBFID)**

संसद के अधिनियम के माध्यम से स्थापित एक अखिल भारतीय विकास वित्तीय संस्था

**An All-India Development Financial Institution established through an act of Parliament**

**REQUEST FOR PROPOSAL (RFP) FOR PUBLISHING COFFEE TABLE BOOK**

National Bank for Financing Infrastructure and Development (NaBFID), intends to publish **Coffee Table Book on NaBFID's 5<sup>th</sup> Foundation Day**.

Request For Proposal (RFP) is to be submitted in soft form in electronic format with subject line as follows:

**‘Request for Proposal for Publishing Coffee Table Book’**

Agencies can submit their applications complete in all respect in the prescribed format by sending an email.

Email Address for submission of Application: **rfp@nabfid.org**

For queries, please contact:

Email: **rfp@nabfid.org**

Phone – 022 4104 2000

**Place: Mumbai**

**Date: 14.01.2026**

**Authorized Official**

## Schedule of Events

### Schedule of Events

Sr. No	Details	Remarks and Timeline
1	Name of Assignment	Engagement of agency for publishing Coffee Table Book
2	Mode of Tendering	Limited e-Tendering to the selected parties/ RFP
3	Start Date for issue of RFQ	January 14, 2026
4	Last Date for Submission of Bid / Quote	January 21, 2026, at 13.00 Hours (IST) Shall be submitted to <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a> Any bid received after the deadline for submission of bids prescribed will be rejected and/or may be returned unopened to the bidder.
5	Date and time of opening of Bids / Quote	January 21, 2026, at 14.00 Hours (IST) Authorized representatives of Bidders may be present during opening of the Bids. However, Bids would be opened even in the absence of any or all the Bidder representatives.
6	EMD Fee	Nil
7	Bid Validity days	90 days
8	Duration of Assignment	As mentioned in the RFP
9	Address of Correspondence/ for Bid / Quote Submission:	Only through email at <a href="mailto:rfp@nabfid.org">rfp@nabfid.org</a>

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## **(1) Introduction**

- (a) The National Bank for Financing Infrastructure and Development (NaBFID) is a specialized Development Finance Institution in India aimed at supporting the country's infrastructure sector, which can significantly gain from an enabling credit flow by means of attractive instruments and channelized investment.
- (b) NaBFID was set up in 2021, by an Act of the Parliament (The National Bank for Financing Infrastructure and Development Act, 2021), with the essential objectives of addressing the gaps in long-term non-recourse finance for infrastructure development, strengthening the development of bonds and derivatives markets in India, and sustainably boosting the country's economy.
- (c) The purpose of this Request for Proposal (RFP) is to seek proposals of applicants for undertaking Coffee Table Book Publishing related work including a) Conceptualization, Designing and Layout, b) Text –content Development and its editing & copy writing for the project, c) Necessary Images for coffee table book- source high-resolution images or conduct photoshoots (if required), d) Photo-development, content (text) development, illustrations and Editing, e) Printing of all the pages of the Coffee Table Book and f) delivery of hard copies and soft copies

## **(2) Disclaimer**

- (a) The information contained in this RFP, or information provided subsequently to Applicant(s) whether verbally or in documentary form/email by or on behalf of NaBFID, is subject to the terms and conditions set out in this RFP.
- (b) This RFP is not an offer by NaBFID, but an invitation to receive responses from the eligible applicants. The purpose of this RFP is to provide the prospective Applicants with information to assist preparation of their proposals.
- (c) This RFP does not claim to contain all the information each applicant may require. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advice/clarifications. NaBFID may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- (d) NaBFID, its employees, secondees and deputed employees make no representation or warranty and shall have no liability to any person, including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.
- (e) The applicant is expected to examine all instructions, forms, terms and specifications in this

RFP. Failure to furnish all information required under this RFP or to submit an application not substantially responsive to this RFP in all respect will be at the applicant's risk and may result in rejection of the application.

- (f) The issue of this RFP does not imply that NaBFID is bound to on-board the service provider or to award the contract to the agency.
- (g) NaBFID reserves the right to reject all or any of the proposal submitted by the Service provider without assigning any reason whatsoever.
- (h) NaBFID also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever, caused arising from reliance of any applicant/agency upon the statements contained in this RFP

### **(3) Definitions**

In this connection, the following terms shall be interpreted as indicated below:

- (a) "NaBFID" means the National Bank for Financing Infrastructure and Development as incorporated under the National Bank for Financing Infrastructure and Development (NaBFID) Act, 2021.
- (b) "Bidder" means an eligible entity/firm, submitting the Bid in response to this RFP.
- (c) "Bid" means the written reply or submission of response to this RFP.
- (d) "The Contract" means the agreement entered into between NaBFID and Agency, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (e) "Selected Bidder /Agency" is the successful Bidder found eligible as per eligibility criteria set out in this RFP.
- (f) "Services" means all services, scope of work and deliverables to be provided by a Bidder as described in the RFP and include provision of technical assistance, training, certifications, auditing and other obligations of Bidder covered under this RFP.
- (g) "Eligibility Criteria" means the criteria listed in Clause 7
- (h) "Non-disclosure Agreement or NDA" means a contract by which NaBFID and the Bidder agree not to disclose confidential information that they have shared with each other as a necessary part of doing business together.

### **(4) Scope of Work**

NaBFID proposes to on-board Applicants / Agencies through limited tender for undertaking Coffee Table Book Publishing related work including a) Conceptualization, Designing and Layout, b) Text –content Development and its editing & copy writing for the project, c) Necessary Images for coffee table book- source high-resolution images or conduct photoshoots (if required), d) Photo-development, content (text) development, illustrations and Editing, e) Printing of all the pages of the Coffee Table Book and f) delivery of hard copies and soft copies.

#### **Broad Scope for Work:**

The Scope of Work is based on project and deliverables will include:

- a. Conceptualization, Designing and Layout
- b. Text content development and its editing & copy writing. The text will be engaging and informative. It will be well-researched and factually accurate.

- c. Necessary images for coffee table book - source high-resolution images or conduct photoshoots (if required).
- d. Photo-development, content (text) development, illustrations and editing
- e. Proof Reading: It will be the sole responsibility of the Publishing agency/firm. Dummy print to be provided before final printing.
- e. Printing of all the pages of the Coffee Table Book
- g. Delivery of hard copies and soft copies

**Deliverables:** The final product should be a high-quality, visually stunning coffee-table book that meets or exceeds the organization expectations. The deliverables will include:

- o A fully edited and proofread manuscript.
- o High-resolution images and illustrations.
- o A professionally designed and formatted book layout.

**Timeline:** *The project shall be completed by 9th April 2026 with regular communication and progress updates provided to the concerned person of the organization. Project completion includes delivery of hard copies and soft copy – along with open files*

**Type and Specifications of Coffee Table Book:**

Coffee Table Book (physical copies) with hard cover:

- i. Quantity: 500 copies, hard case bound Coffee Table Books.
- ii. Size: 310 mm × 235 mm (closed), 620 mm × 235 mm (open), landscape format with 3–5 mm bleed.
- iii. Pages: 128 inner pages plus 4 pages of endpapers (endpapers excluded from inner count).
- iv. Inner Paper: 170 gsm art paper (matte or gloss), FSC-certified.
- v. Cover: 3 mm grey board hard cover wrapped with 170 gsm printed art paper, matt laminated with Spot UV.
- vi. Dust Jacket: 170 gsm art paper, 4/0 CMYK, 80–100 mm flaps, matt lamination with Spot UV highlights.
- vii. Hard Case Cover: 3 mm grey board hard case wrapped with 170 gsm printed art paper, matt lamination with Spot UV.
- viii. Edge Finish: Gold edge gilding on top, fore-edge, and bottom of the book block.
- ix. Binding: Section sewn, case bound, square or rounded spine with head and tail bands for durability.
- x. Packing & Proofing: Individual shrink wrapping, carton packing; contract colour proofs, printer’s dummy, and one finished sample required before bulk production.

**(5) Price Bid**

As per Annexure-II, price quoted by Bidder shall remain fixed from the date of contract and rate shall cover all out-of-pocket related expenses, Goods & Service Tax (GST) and all other taxes. Bidder shall submit the password protected commercial bid within **7 days** from the date of enquiry and shall share the password as per the instruction of NaBFID at a later date. All payments to the

successful bidder shall be made through electronic mode only in Indian Rupees. Following shall be the payment terms of the proposal:

S. No.	Payment Milestone	Payment (% of the quoted bid)
1	Advance Payment on signing & acceptance of Letter of Award (LOA)	15%
2	On submission of final design creative along with printed proof of the entire Coffee Table book	35%
3	Submission of all 500 copies and open files with fonts & photographs	50%
4	Total	100%

NaBFID reserves the right to negotiate the bid amount with the bidders.

**(6) Selection of the Bidder**

The applications received through limited tender will be scrutinised and shortlisted for consideration based on:

- (i) Shall meet Minimum Eligibility Criteria
- (ii) Commercial Bid on L1 basis

The contract shall be awarded to the qualified bidder whose bid is determined to be the lowest evaluated bid (L1), provided that the bidder is meeting the eligibility and commercially responsive. If more than one bidder quotes the same lowest value, the bidder with the highest experience/eligibility shall be reckoned as L1.

NaBFID shall not give any reasons for not selecting any of the applicants. Decision of NaBFID in this regard shall be final and binding on all participating bidders.

**(7) Applicant Entity Eligibility**

Only Corporatized entities (Private Limited Companies / Public Limited Companies / Partnership Firms / Limited Liability Partnerships) through limited tender are eligible

**Minimum Eligibility Criteria.**

To be eligible for pre-qualification and short-listing for evaluation of eligibility and Financial Bid, the agency shall fulfil the following eligibility conditions.

The bidder should meet the following criteria:

- a) Technical Terms : Bidder must have at least 3 years of experience in Idea creation, Conceptualization, Designing, Layout, Photo development, Text content development, illustrations, Editing and Printing. Copy of Company Registration Certificate - Annexure VI

b) At least 3 work orders in last 5 years of National level or State or equivalent Government agency or any brand/organisation listed in Nifty 50 or Sensex benchmark indices. Attach hard copy of the coffee table book/Similar Book with sufficient content along with the high-quality images designed for the above works, Brochures, Flyers etc will not be considered as the Coffee Table Book. Copy of Work order to be submitted as per Annexure IV

c) Turnover: should have average Turnover of at least Rs.1 Crore in the last three financial years (2021-22, 2022-23, 2023-24 Or 2022-23, 2023-24 2024-25). Turnover Annexure V

**(8) Timeline for submission of final copy of Coffee Table Book**

Successful applicant shall deliver all 500 physical copies along with soft copy latest by 9<sup>th</sup> April 2026. The physical copies shall be delivered to the institutions office in Mumbai or any other location in the same city.

**(9) Bidding:**

- a) **Cost of bidding:** The Bidder shall bear all the costs associated with the preparation and submission of its bid and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- b) **Rejection of Bid:** The Bid is liable to be rejected if:
  - The document does not bear the signature of authorized person in each page and duly stamped.
  - It is received after expiry of the due date and time stipulated for Bid submission.
  - Incomplete bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and conditions stipulated in this Request for proposal (RFP) are liable for rejection by the Bank.
  - It is evasive or contains incorrect information.
  - Any form of canvassing / lobbying /influence/ query regarding short listing, status etc. will be a disqualification.
  - Bidder should comply with all the points mentioned in the scope of work, technical specifications and all other clauses of RFP. Non-compliance of any point will lead to rejection of the bid.
- c) **Sub-Contracting:** The Bidder shall not directly or indirectly sub-contract the work to the other party without prior written permission of the Bank. However, it may be required to depute specialized agencies for a particular work, prior approval of which may be sought from the NaBFID before appointing. It shall be entirely Bidder's responsibility to pay such agencies in time without any implication on the work.

**(10) Right to Verification**

NaBFID reserves the right to verify any or all the statements made by the Applicant in the application and to inspect the Applicant's facility, if necessary, to establish to its satisfaction about the Applicant's capacity/capabilities to perform the job. The Applicant to extend all necessary assistance in this regard, failing which NaBFID reserves the right to reject the Application.

**(11) Right to Audit**

- (A) The Applicant shall be subject to audit by internal/ external auditors appointed by NaBFID/ inspecting official from the Reserve Bank of India or peer banks or any regulatory authority, covering the risk parameters finalized by NaBFID/ such auditors in the areas of services etc.

provided to NaBFID and Consultant is required to submit such certification by such auditors to NaBFID. Applicant shall facilitate the same. NaBFID can make its expert assessment on the efficiency and effectiveness of security, control, risk management, governance system and process created by the Applicant. The Applicant shall, whenever required by the auditors, furnish all relevant information, records/data to them. All costs for such an audit shall be borne by NaBFID. Except for the audit done by Reserve Bank of India or any statutory/regulatory authority, NaBFID shall provide reasonable notice not less than 7 (seven) days to consultant before such audit and same shall be conducted during normal business hours.

- (B) Where any deficiency has been observed during audit of the Applicant on the risk parameters finalized by NaBFID or in the certification submitted by the auditors, the Applicant shall correct/resolve the same at the earliest and /or within timelines stipulated by NaBFID and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. The resolution provided by the Applicant shall require to be certified by the Auditors covering the respective risk parameters against which such deficiencies have been observed. The remediation of deficiencies will have to be done to the satisfaction of Auditors and/or NaBFID and the decision of NaBFID in this regard will be final. Failure to correct/resolve any deficiencies shall entitle NaBFID to exercise any remedies available to it under this RFP including the right to terminate.

Applicant further agrees that whenever required by NaBFID, it will furnish all relevant information, records/data to such auditors and/or inspecting officials of the NaBFID/Reserve Bank of India and/or any regulatory authority(ies). NaBFID reserves the right to call for and/or retain any relevant information /audit reports on financial and security review with their findings undertaken by the Applicant. However, Applicant shall not be obligated to provide records/data not related to Services under the Agreement (e.g. internal cost breakup etc.).

## **(12) Limitation of Liability**

- I) The maximum aggregate liability of the Agency in respect of any claims, losses, costs, or damages arising out of or in connection with this RFP/Contract shall not exceed the Project Cost (governed by the subsequent Terms of Reference) paid by NaBFID for the applicable work order that resulted in a claim.
- II) Under no circumstances NaBFID shall be liable for any indirect, consequential or incidental losses, damages or claims including loss of profit, loss of business or revenue.
- III) The limitations set forth herein shall not apply with respect to:
- Claims that are the subject of indemnification pursuant to infringement of third-party intellectual property rights.
  - Damage(s) occasioned by the Gross Negligence or Wilful Misconduct of Agency/Service Provider
  - Damage(s) occasioned by Agency /Service Provider for breach of confidentiality obligations,
  - Regulatory or statutory fines imposed by a government or regulatory agency for non-compliance of statutory or regulatory guidelines applicable to NaBFID, provided such guidelines were brought to the notice of Consultant /Service Provider.

“Gross Negligence” means any act or failure to act by a party which was in reckless disregard of or gross indifference to the obligation of the party and which causes injury, damage to life, personal safety, real property, harmful consequences to the other party, which such party knew, or would have known if it was acting as a reasonable person, would result from such act or failure to act for which such Party is legally liable. Notwithstanding the foregoing, Gross Negligence shall not include any action taken in good faith.

“Wilful Misconduct” means any act or failure to act with an intentional disregard of any provision of this RFP, which a party knew or should have known if it was acting as a reasonable person, which would result in injury, damage to life, personal safety, real property, harmful consequences to the other party, but shall not include any error of judgment or mistake made in good faith

### **(13) Confidentiality**

NaBFID reserves its right to recall all NaBFID’s materials including confidential information, if stored in Applicant’s system or environment, at any time during the term of the Contract or immediately upon expiry or termination of Contract. Consultant shall ensure complete removal of such material or data from its system or environment (including backup media) to the satisfaction of NaBFID.

### **(14) Code of Integrity**

- (A) The Applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the application process. Notwithstanding anything to the contrary contained herein, NaBFID shall reject application without being liable in any manner whatsoever to the Applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt/fraudulent/coercive/undesirable or restrictive practices in the application process.
- (B) Applicants are obliged under this clause to Suo-moto proactively declare any conflicts of interest (pre-existing or as and as soon as these arise at any stage) in RFP process or execution of Contract. Failure to do so would amount to violation of this code of integrity.
- (C) Any Applicant needs to declare any previous transgressions of such a code of integrity with any entity in any country during the last three years or of being debarred by other procuring entity. Failure to do so would amount to violation of this code of integrity.
- (D) For the purposes of this clause, the following terms shall have the meaning hereinafter, respectively assigned to them:
  - **“Corrupt practice”** means making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
  - **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declarations or providing false information for participation in an RFP process or to secure a contract or in execution of the contract;

- **“Coercive practice”** means harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of the contract;
- **“Anti-competitive practice”** means any collusion, bid rigging or anti- competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more Applicants, with or without the knowledge of NaBFID, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels;
- **“Obstructive practice”** means materially impede NaBFID’s or Government agencies investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding NaBFID’s rights of audit or access to information

#### Conflict of Interest

Applicant shall not have a conflict of interest that affects the application process. Any applicant found to have a Conflict of Interest shall be disqualified. NaBFID requires that Bidder provide professional, objective, and impartial advice and at all times hold NaBFID’s interest paramount, strictly avoid conflicts with other Assignment(s)/ Job(s) or their own corporate interests and act without any expectations/ consideration for award of any future assignment(s) from NaBFID.

#### **(15) Agency’s Obligation**

The Agency is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract/SLA. It will also ensure that any material incident having a bearing on its performance obligation towards NaBFID will be immediately brought to the notice of NaBFID along with an action plan to cure deficiencies, if any, arising therefrom.

- i. The Agency is obliged to work closely with NaBFID’s staff, act within its own authority and abide by directives issued by NaBFID from time to time and complete implementation activities.
- ii. The Agency will abide by the job safety measures prevalent in India and will free NaBFID from all demands or responsibilities arising from accidents or loss of life, the cause of which is Consultant /Service Provider ’s negligence. Agency will pay all indemnities arising from such incidents and will not hold NaBFID responsible or obligated.
- iii. The Agency is responsible for the activities of its personnel and will hold itself responsible for any misdemeanors.
- iv. The Agency shall treat as confidential all data and information about NaBFID, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of NaBFID.

- v. Without NaBFID's prior written permission, The Agency shall not store or share NaBFID's materials including confidential information outside the geographical boundary of India or in/with a public cloud.
- vi. The Agency agrees that it shall communicate to NaBFID well in advance along with detailed plan of action, if any changes in its environment / infrastructure is of the nature that may have direct or indirect impact on the Services provided under the Contract or operations of its Services.
- vii. The Agency shall ensure confidentiality, integrity, and availability of NaBFID's information at all times.

**(16) Delay in Agency/Service Provider Performance**

- i. If at any time during performance of the Contract, Agency/Service Provider should encounter conditions impeding timely delivery of the Services, Agency/Service Provider shall promptly notify NaBFID in writing of the fact of the delay, its likely duration and cause(s). As soon as practicable after receipt of Agency /Service Provider 's notice, NaBFID shall evaluate the situation and may, at its discretion, extend Agency /Service Provider s' time for performance, in which case, the extension shall be ratified by the parties by amendment of the Contract.
- ii. Any delay in performing the obligation/defect in performance by Agency/Service Provider may result in termination of Contract (as laid down elsewhere in this RFP document).

**(17) Modification and Withdrawal of Bids**

- i. The Bidder may modify or withdraw its Bid after the Bid's submission, provided modification, including substitution or withdrawal of the Bids, is received by NaBFID, prior to the deadline prescribed for submission of Bids.
- ii. No modification in the Bid shall be allowed, after the deadline for submission of Bids.
- iii. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity in this RFP.
- iv. Withdrawal of a Bid during this interval may result in appropriate action as per the terms of this RFP.

**(18) Disputes / Arbitration / Mediation (Applicable only in case of successful bidders)**

- (A) All disputes or differences whatsoever arising between the parties out of or in connection with the Contract (including dispute concerning interpretation) 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 amicably. If however, the parties are not able to solve them amicably within 30 (thirty) days after dispute occurs as evidenced through the first written communication from any party notifying the other regarding the disputes, either party (NaBFID or Applicant), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties. In the absence of consensus about the single

arbitrator, the dispute may be referred to an arbitration panel; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws and arbitration proceeding shall be conducted in accordance with Arbitration and Conciliation Act 1996 and any amendment thereto. Any appeal will be subject to the exclusive jurisdiction of courts in Mumbai.

- (B) Applicant shall continue to work under the Contract during the arbitration proceedings unless otherwise directed by NaBFID or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

Any dispute of value Rupees 10 Crores or above which remains unresolved between the parties will be referred to the Mediation as per the Mediation Act 2023.

- (C) Arbitration / Mediation proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

**(19) Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subjected to the exclusive jurisdiction of courts at Mumbai.

**(20) Taxes & Duties**

- (A) Applicant shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and the commercial price bid by bidder shall include all such taxes in the quoted price.

- (B) All expenses, stamp duty and other charges/ expenses in connection with the execution of the Contract as a result of this RFP process shall be borne by consultant. The Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

**(21) Tax Deducted at Source**

Wherever the laws and regulations require deduction of such taxes at the source of payment, NaBFID shall effect such deductions from the payment due to applicant. The remittance of amounts deducted and issuance of certificate for such deductions shall be made by NaBFID as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve Applicant from his responsibility to pay any tax that may be levied in India on income and profits made by consultant in respect of this Contract.

**(22) Notices**

Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by email and confirmed in writing to other Party's address. The notice shall be effective when delivered or on the notice's effective date, whichever is later.

**(23) No Employer-Employee Relationship**

The selected Bidder/Agency or any of its holding/subsidiary/joint-venture/ affiliate / group / client companies or any of their employees / officers / staff / personnel / representatives/agents shall not, under any circumstances, be deemed to have any employer-employee relationship with the Bank or any of its employees/officers/ staff/representatives/ personnel/agents.

**(24) Termination For Insolvency**

NaBFID may, at any time, terminate the Contract by giving written notice to applicant, if applicant becomes bankrupt or insolvent or any application for bankruptcy, insolvency or winding up has been filed against it by any person. In this event, termination will be without compensation to applicant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to NaBFID.”

**(25) Force Majeure**

Any failure or delay by selected Bidder or Bank in the performance of its obligations, to the extent due to any failure or delay caused by fire, flood, The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, penalties or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event explicitly beyond the reasonable control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events are Acts of God or of public enemy, acts of Government of India in their sovereign capacity, strikes, political disruptions, bandhs, riots, civil commotions and acts of war.

If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such conditions and the cause thereof within -3- calendar days. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform Bidder's obligations under this Agreement as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of – 15 days, the Bank and Bidder shall hold consultations in an endeavour to find a solution to the problem.

**(26) Waiver**

No failure or delay on the part of either party relating to the exercise of any right power privilege or remedy provided under this RFP document or subsequent agreement with the other party shall operate as a waiver of such right power privilege or remedy or as a waiver of any preceding or succeeding breach by the other party nor shall any single or partial exercise of any right power privilege or remedy preclude any other or further exercise of such or any other right power privilege or remedy provided in this RFP document all of which are several and cumulative and are not exclusive of each other or of any other rights or remedies otherwise available to either party at law or in equity.

**(27) RFP Ownership**

The RFP, proposals by bidders and all supporting documentation are the sole property of NaBFID and should NOT be redistributed without prior written consent of the Bank. Violation

of this would be a breach of trust and may, inter-alia cause the bidders to be irrevocably disqualified. The aforementioned material must be returned to NaBFID when submitting the proposal, or upon request; however, bidders can retain one copy for reference.

**(28) Tender/RFP Cancellation**

The Bank reserves the right to cancel the Tender/RFP at any time without assigning any reason whatsoever.

**(29) Other terms :**

- a) **Intellectual Property Rights:** All copyrights, intellectual property rights, and any other legal rights arising out of the creation, design, and publication of the Coffee Table Book shall vest exclusively with the Institution. The selected agency shall have no claim, title, or interest in such rights.
- b) **Branding and Publication:** The Coffee Table Book shall be published solely under the Institution's brand name, and no co-branding, publisher branding, or third-party logos shall be permitted unless expressly approved in writing by the Institution.

**Format for Proposal for undertaking Publishing Coffee Table Book****NaBFID – REQUEST FOR PROPOSAL****A. DETAILS OF AGENCY**

<b>Particulars</b>	<b>Details</b>
Name of the Publishing House	
Office Address	
Name Of Contact Person (Pls provide Senior Personnel Contact)	
Designation	
Email ID	
Mobile No	
Date of Establishment	
If already working / worked with NaBFID (if yes, please provide details)	

**COMMERCIAL BID FORM**

The Bidders are advised to note and ensure compliance with the payment terms while quoting their rates. The rate quoted by the Bidder shall remain fixed from the date of contract and rate shall cover all out-of-pocket related expenses but excluding Goods & Service Tax (GST).

[On Bidder's letter head]

Date: \_\_\_\_\_

To,

National Bank for Financing Infrastructure and Development (NaBFID)  
The Capital, A Wing, 15th Floor - 1503,  
G Block, Bandra Kurla Complex,  
Bandra (East), Mumbai – 400051

Dear Sir,

We have examined the above RFP, the receipt of which is hereby duly acknowledged and subsequent pre-bid clarifications modifications/ revisions, if any, furnished by NaBFID and we offer to undertake Publishing Coffee Table Book. Our attached Financial Proposals are for the sum of:

**[Insert amount(s) in words and figures]**

This amount is inclusive of prices i.e., Total professional fees (INR) excluding applicable taxes. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to the financial proposal shall result in rejection of our financial proposal.

Details	Bidding Amount (in INR Lakh)
Undertaking detailed work related to publishing Coffee Table Book as per the scope of work included in the RFP and submission of the same to the satisfaction of NaBFID	

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e., till 90 days from the last date of submission of the proposal.

We understand that you are not bound to accept any Proposal you receive.

Dated this ..... day of ..... 2026

*(Signature) (Name)*

*(In the capacity of)*

Duly authorized to sign Bid for and on behalf of

\_\_\_\_\_ **Seal of the company**

## UNDERTAKING

(To be submitted by the Applicant)

Date:

To,  
National Bank for Financing Infrastructure & Development (Institution)  
The Capital, A wing, 15<sup>th</sup> floor – 1503, G block  
BKC, Bandra, Mumbai - 51

Subject: Undertaking Regarding Ownership and Control of the Applicant's Firm

Dear Sir/Madam,

We, \_\_\_\_\_ having our registered office at \_\_\_\_\_, do hereby undertake and confirm that our firm is not owned or controlled by any Director, Employee, or their relatives of Institution.

We further declare that:

1. No Director or Employee of Institution, or their relatives as defined under Sec 2 (77) Companies Act, 2013, has any ownership, controlling interest, or financial stake in our firm.
2. We have disclosed any potential conflict of interest, if any, and confirm compliance with all applicable guidelines related to procurement and bidding.
3. In case any such conflict of interest is discovered at a later stage, we accept that Institution reserves the right to disqualify our bid or take any appropriate action, as deemed necessary.

For and on behalf of  
[Name of the Applicant's Firm]  
Authorized Signatory

Sno.	Parameters	Details
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees), as applicable	
6	Period of Services rendered by the Agency (Start and end date)	
7	Other Information relating to Project	
8	Copy of the work order, completion certificate to be submitted	

\*Please use separate sheet for single project

Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)

Note: Documentary proof (Work Order along with Completion Certificate etc of related projects) with project citation

Name of the Agency:

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Sn.	Particulars	FY 2021-22 Or FY 2022-23	FY 2022-23 Or FY 2023-24	FY 2023-24 Or FY 2024-25
1	Turnover (in INR Crore)			
2	Average Annual Turnover for last 3 years  (in INR Crore)			

Note:

1. Attach certified copies of IT Returns Certificate for last 3 (Three) years or CA Certified certificate.
2. The above data must be submitted by Agency, duly certified by either Statutory Auditor or Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

Attached copy of Company Registration Certificate