



**Gujarat Metrorail Corporation (GMRC) Limited
(SPV of Govt. of Gujarat and Govt. of India)**

Tender No. GMRC/O&M-ADMIN/4/2019

Date: 31-08-2019

“TENDER FOR PROVIDING SERVICES RELATED TO PRINTING, PHOTOCOPY (XEROX) AND OTHER RELATED WORK FOR APPAREL PARK DEPOT AND STATIONS.”

TENDER DOCUMENT Comprises of:

- ***Notice Inviting Tender***
- ***Eligibility Criteria***
- ***Tendering Process***
- ***Instruction to Bidder***
- ***Terms and Conditions of Contract***
- ***Annexure – 1 to 5***



Issued by

Gujarat Metrorail Corporation (GMRC) Limited

(SPV of Govt. of Gujarat and Govt. of India)

Formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,

Sector 10/A, Gandhinagar: 382010, Gujarat, India

Corporate Identification No (CIN): U60200GJ2010SGC059407

Website: www.gujaratmetrorail.com

Table of Contents

Section I, NOTICE INVITING TENDER.....	2
Section II, MINIMUM ELIGIBILITY CRITERIA	6
Section – III, TENDERING PROCESS	7
Section – IV, INSTRUCTIONS TO BIDDER	9
Section – V, TERMS & CONDITIONS OF CONTRACT	15
Annexure – 1, PRICE BID FOR XEROX & OTHER RELATED WORKS.....	18
ANNEXURE – 2, GUIDELINES FOR TECHNICAL BID SUBMISSION	28
ANNEXURE – 4, CONTACT DETAILS	30
ANNEXURE – 5, UNDERTAKING	31

Signature & Stamp of Bidder (Authorized Person from Bidder)

Section I, NOTICE INVITING TENDER



Gujarat Metrorail Corporation (GMRC) Limited
(SPV of Govt. of Gujarat and Govt. of India)
Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,
Gujarat, India

TENDER NOTIFICATION No: GMRC/O&M-ADMIN/04/2019

Date: 31-08-2019

E-Tenders are invited from reputed and experienced firm/shop/agencies engaged in the business of below mentioned tender / services and stationed locally in Ahmedabad

Tender Name	Estimated Amount of Work	Tender Fees
Tender for "Providing Services related to Printing, Photocopy (Xerox) and other related Work for Apparel Park Depot and Stations."	INR 10.50 lakh	INR 5,000/-

Interested bidders are requested to visit <https://gmrc.nprocure.com> for eligibility criteria, applying/ downloading the tender document. Last date and time for Bid Submissions is 15:00 Hrs on 16-09-2019.

Any alterations in Eligibility Criteria cum Qualification Requirements, and terms of the Tender Document, or any amendment to the Tender Document, etc, will be uploaded on <https://gmrc.nprocure.com> and GMRC's Website www.gujaratmetrorail.com without any obligation or press notification or other proclamation.

Managing Director
GMRC, Gandhinagar

Signature & Stamp of Bidder (Authorized Person from Bidder)

NOTICE INVITING TENDER

Gujarat Metrorail Corporation (GMRC) Limited
(SPV of Govt. of Gujarat and Govt. of India)
Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,
Gujarat, India

1.1.1 Name of Work:

GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED [formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (GMRC) Company Ltd] invites Open Tenders under single stage, two packet system from **Agencies**, who fulfil qualification criteria as stipulated in Minimum Eligibility Criteria, for **“Providing Services related to Printing, Photocopy (Xerox) and other related Work for Apparel Park Depot and Stations”**

1.1.2 Key details :

The details of the tenders are as follows:

Tender No.	GMRC/O&M-ADMIN/04/2019
Name of Work	“Providing Services related to Printing, Photocopy (Xerox) and other related Work for Apparel Park Depot and Stations.”
Estimated Amount of Work	INR 10.50 lakh
Cost of Tender Document	INR 5,000/- only inclusive of GST (Non-refundable) [Demand Draft /Banker’s cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED]
Tender Guarantee /EMD Amount	Amount of Tender Security:- INR 21,000/- (Refundable) [Demand Draft /Banker’s cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED]
Last Date and time of submission of E-Tender (i.e. Financial Bid) & Technical Bid in physical form	16-09-2019, 15:00 Hrs <ul style="list-style-type: none"> • Financial Bid is to be filled up on the online portal https://gmrc.nprocure.com as per details required to be provided and mentioned in the Annexure-1 of the Tender document. Technical Bid is to be submitted physically in printed and duly signed. The address and other details are given hereinafter.

Signature & Stamp of Bidder (Authorized Person from Bidder)

Opening of Technical Bid	Will be intimated later to technically qualified bidders through e-mail/ phone.
Date and Time of opening of online Financial bid	On the day of submission of Filled-In Technical Bid at 15:30 Hrs (IST)
Venue of physical submission of Technical Bid (i.e. Technical Bid comprises of Tender fees, Tender Guarantee, Technical Bid & signed copy of Tender Document, Addenda & Clarifications)	Senior Deputy General Manager- Civil & Procurement, Gujarat Metro Rail Corporation (GMRC) Limited (SPV of Govt. of Gujarat and Govt. of India) Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India
Tender validity	90 days from its submission date
Performance Guarantee	10% of Contract Value
Contract Period	1 (one) year from the date of award of contract and further extendable to 1 (one) year if performance of agency is found satisfactory

Notes to Bidders:

- (1) The tenderer may download the tender document along with Addendum (if any) from N Procurement's site <https://gmrc.nprocure.com> and GMRC's Website www.gujaratmetrorail.com. The interested tenderer shall submit the same with tender submittal untampered, duly signed and stamped on each page.
- (2) Any alterations in Eligibility Criteria and terms of the Tender Document, or any amendment to the Tender Document, etc. will not be published in the newspapers but the same will be uploaded on N Procurement and GMRC website, as mentioned above.
- (3) The tenderers may obtain further information/clarification, if any, in respect of these tender documents from the office of Managing Director, [Attn: Sr. DGM (Civil & Proc.)], Gujarat Metro Rail Corporation (GMRC) Limited, formerly known as Metro-Link Express for Gandhinagar and Ahmedabad (GMRC) Company Ltd., Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar – 382010, Gujarat, India, Gujarat. Contact No. 079-232-48572, email id: snehal.shah@gujaratmetrorail.com
- (4) The Tender Document comprises of following documents;
 - Section – I, Notice Inviting Tender
 - Section – II, Eligibility Criteria
 - Section – III, Tendering Process
 - Section – IV, Instruction to Bidder
 - Section – V, Terms and Conditions of Contract
 - Annexure – 1 to 5
- (5) GMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the GMRC for rejection of his proposal.

Signature & Stamp of Bidder (Authorized Person from Bidder)

- (6) GMRC also does not bind itself to accept the lowest rate. GMRC shall award of work after evaluation looking into feasibility, capacity and competency of the agency.
- (7) If any Scheduled event(s) of tender activity falls on public holiday, then the same will be conducted on the next working day at the same mentioned time.
- (8) Our Contact person for this tender is Sr. DGM (Civil & Proc.) with mail-ID snehal.shah@gujaratmetrorail.com, Telephone +91 79 23248572, Extension 527

Signature & Stamp of Bidder (Authorized Person from Bidder)

Section II, MINIMUM ELIGIBILITY CRITERIA

1. The bidder shall be **stationed locally** by a dedicated branch or through registered shop/office in Ahmedabad or Gandhinagar and must be in a business providing similar kind of services for at least last three consecutive years, having **annual average turnover of Rs. 8,40,000/-** (Rupees Eight Lakh Forty Thousand Only) and more during the last three financial years from providing Photocopy (Xerox) and related services.. Copy of last three IT & VAT/GST return should be provided to demonstrate the financial strength. A self-certificate should also be given to the effect that the bidder has been in the similar business for last three years.
2. The bidder should have the experience of rendering of similar services in any of the Government Department/ Autonomous institutions/Universities/Public Sector Undertakings of the Govt. of India/ Govt. of Gujarat or any other State Government or Public Sector Banks or Local bodies / Municipalities or major Private concern, as follows:
 - (a) For One Similar completed contracts costing not less than the amount equal to 8,40,000/- (Rupees Eight Lakh Forty Thousand Only) OR
 - (b) For Two Similar completed contracts costing not less than the amount equal to Rs. 5,25,000/- (Rupees Five Lakh Twenty Five Thousand Only) OR
 - (c) In case of three Similar completed contracts costing not less than the amount equal to Rs. 4,20,000/- (Rupees Four Lakh Twenty Five Thousand Only) or more for each contract.
3. In case of insufficient bidders and the said qualifications, GMRC shall reserve right to dilute the criteria at its discretion for selection of a suitable agency for the work.
4. Submission of Undertaking by the Bidder on the following as mentioned in Annexure-5:
 - (a) No existing litigation.
 - (b) Never blacklisted, terminated by any client in India
 - (c) The bidder never filed any law suits or requested arbitration with regard to any contract within the last five years.
 - (d) No judgment, claim, arbitration proceeding or suit pending or outstanding against the bidder or its officers.
 - (e) Bankruptcy was never filed by the bidder, its subsidiaries or its parent companies
 - (f) The bidder was never cited by any regulatory agency for a safety violation in the last five years.
5. A copy of service recipient organization on the letter head to be provided in the support of the work carried out.

Signature & Stamp of Bidder (Authorized Person from Bidder)

Section – III, TENDERING PROCESS

Gujarat Metro Rail Corporation (GMRC) Limited (herein after referred to as GMRC or GMRC Ltd), A Special Purpose Vehicle (SPV) of Government Of India (GoI) and Government Of Gujarat (GoG) invites offer through E-Tendering in 2 (two) bids systems from reputed / authorized / experienced firms / companies stationed locally in Ahmedabad and engaged in the business of “Providing Services related to Printing, Photocopy (Xerox) and other related Work for Apparel Park Depot and Stations” for the period of one year and further extendable to one year if the performance of the Agency is found satisfactory.

The tender document will be available for download **from 31-08-2019 to 16-09-2019**. The tender document can be downloaded from the official website of GMRC Limited i.e. www.gujaratmetrorail.com or <https://gmrc.nprocure.com>. The estimated value of the work is **Rs.10,50,000/- (Rupees : Ten Lacs Fifty Thousand Only/-)** approximately, the actual value shall be based on actual execution of quantity.

Tender is invited in two parts i.e. **(1) Technical Bid (physical form) (2) Financial bid (online)**.

(1) Technical Bid (physical form)

Technical Bid shall be submitted in three separate Envelope duly completed in all respects. These three envelopes will be wrapped in an outer envelope addressed to designated officer, duly super scribing on top the Tender Notice No., Tender No., name of the work, time and date of submission. The envelope should also bear the name and address of the Tenderer.

Envelope – 1, should contain for “Tender Fees and EMD (Earnest Money Deposit)”,

Envelope – 2, should marked as “Qualification cum Technical Bid” containing Documents as mentioned in Annexure – 2. **The submissions in Envelope – 2 are to be given in spiral / binder book with index, page numbering.**

Envelope – 3, should contain the unfilled copy of Tender Document signed and stamp as token of acceptance of all terms and conditions mentioned in tender document.

Hence, the outermost envelope/package will contain three sealed inner envelopes.

The name of the Proforma / Envelope to be mentioned clearly in words Envelope – 1, “Earnest Money/Tender Fees”, Envelope – 2, “Qualification cum Technical Bid” and Envelope – 3 “Tender Document” as the case may be on the top of the respective Proforma / Envelope.

These three envelopes to placed in a single cover clearly written on the top as “**E-Tender for PROVIDING SERVICES RELATED TO PRINTING, PHOTOCOPY (XEROX) AND OTHER RELATED WORK FOR APPAREL PARK DEPOT AND STATIONS**” which should be submitted in physical form on or before the last date and time of tender submission. **Late submission of tenders will not be accepted.**

Signature & Stamp of Bidder (Authorized Person from Bidder)

The Bid duly completed in all respects with the inscription as mentioned above should be submitted on or before the last date and time of submission to **Sr. DGM (Civil & Procurement)** at office address mentioned in the NIT, Key details.

Earnest Money Deposit (EMD) of Rs. 21,000/- (Rupees : Twenty one Thousand Only) in the form of Demand Draft / Pay-Order to be drawn in favour of **“GMRC Limited”**, payable at Gandhinagar on or before the last date and time of submission.

The successful bidder of the tender shall have to submit a Performance Guarantee in the form of DD/Pay Order/Fixed Deposit/Bank Guarantee of **10% of Contract Value** to be drawn in favour of **“GMRC Limited”** within seven days from the issuance of LOA (Letter of Acceptance) with a validity of **90 days** beyond the expiry of contract agreement.

Each and every page of these submission (i.e. Technical Bid, Envelope – 1 to 3) must be signed, stamped by the authorised person of the Agency.

(2) Financial bid (online)

Financial Bid is not to be submitted in physical form as it has to be filled up on portal **online** at <https://gmrc.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid is prescribed in tender document as ‘Online financial proposal’ at **Annexure - 1**.

The power to accept a tender is vested with GMRC, which does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all of the tenders received without assigning any reason. All tenders wherein any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. Canvassing in any form in connection with tender is strictly prohibited and the tender submitted by the bidders who resort to canvassing will be liable for rejection. The bidder shall sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

The Bidder shall fill up the information in the **Annexure - 4** enclosed at the end of this document in clear and legible terms. Annexures will also have to be signed and stamped by the bidder through its authorized signatory only. The tender forms shall be rejected if it is not complete in any aspect. The bidders are advised to check the website of N Procurement and GMRC Ltd. regularly for any amendments, if any.

Signature & Stamp of Bidder (Authorized Person from Bidder)

Section – IV, INSTRUCTIONS TO BIDDER

(1) ONE BID PER BIDDER:

Each bidder shall submit only one tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, all such bids are liable to be rejected.

(2) COST OF BID:

The bidder shall bear all costs associated with the preparation and submission of the bid and GMRC will in no case, shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

(3) AMENDMENT TO BID DOCUMENT:

At any time, prior to the date of submission of bids, the GMRC may for any reason, at its discretion, whether at its own initiative or in response to a clarification by a prospective bidder, modify the bid documents by amendments. The amendments/Corrigendum will be notified on GMRC Website and these amendments will be abiding to the bidders. Bidders are advised to visit GMRC Website regularly for updates in this regards.

(4) EXTENSION OF TIME:

In order to give prospective bidders required time to take the amendments into action in preparation of their bids, GMRC may at its discretion extend the timeline for submission of bid suitably.

(5) VISIT TO OFFICES / SITE OFFICES:

The bidder is required to provide photocopy (Xerox) and other related services to Depots, stations etcetera of GMRC and is advised to visit all these venues and acquaint himself/herself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to GMRC and is fully aware about the quality of services required by GMRC.

(6) LANGUAGE:

Bids and all accompanying documents shall be in English as far as possible.

(7) FORM OF BID:

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder is partnership firm, consortium or a joint venture, the Form of Bid shall be duly signed by an authorized representative **who must demonstrate authority** for the same with an acceptable documentary proof. Signatures on the Form of Bid shall be witnessed and dated.

(8) CURRENCIES OF BID AND PAYMENT:

The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only.

(9) RIGHT TO VARY QUANTITIES:

Signature & Stamp of Bidder (Authorized Person from Bidder)

GMRC reserves the right at the time of award of the contract or during the contract period to **increase or decrease the quantity of materials** in the schedule of requirements without any change in unit price quoted by bidder which shall be abiding to bidder.

(10) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

GMRC Ltd. does not bind itself to accept lowest or any other bids and has the right to cancel the bidding process and reject all bids or some bids or single bid at any time prior to award of the contract without assigning any reasons whatsoever and without thereby incurring any liability to the affected bidder/bidders on the grounds for the company's action.

(11) TECHNICAL BID SUBMISSION IN PHYSICAL FORM:-

(11.1) Technical Bid (i.e. Qualification cum Technical Bid) to be submitted in three separate envelope comprising of following details / submission.

Envelope – 1, should marked as “Tender Fees and EMD (Earnest Money Deposit)”,

Envelope – 2, should marked as “Qualification cum Technical Bid” containing Documents as mentioned in Annexure – 1. **The submissions in Envelope – 2 are to be given in spiral / binder book with index, page numbering.**

and

Envelope – 3, should marked as “Tender Document” containing the unfilled copy of Tender Document signed and stamp as token of acceptance of all terms and conditions mentioned in tender document

These three envelopes to placed in a single envelope / cover clearly written on the top as “E-Tender for “PROVIDING SERVICES RELATED TO PRINTING, PHOTOCOPY (XEROX) AND OTHER RELATED WORK FOR APPAREL PARK DEPOT AND STATIONS” which should be submitted in physical form on or before the last date and time of tender submission to Sr. DGM – (Civil & Procurement) at Karmayogi Bhavan, Gandhinagar on or before the last date and time of tender submission.

The details to be submitted in Technical Bid (i.e. Qualification cum Technical Bid) are summarised in Annexure – 2 & 3.

(11.2) Tender Fee and Earnest Money Deposit (EMD)

Tender Fees: - Demand Draft or Pay-Order of **Rs.5,000/- (Rupees: One Thousand Only) Non-refundable** as Tender Fees to be drawn in favour of “**GMRC Limited**” payable at Gandhinagar on or before the last date and time of submission.

EMD: The Bidder shall deposit EMD (Earnest Money Deposit) for an amount of **Rs. 40,000/- (Rupees: Forty Thousand Only)** in the form of an Account Payee DD or Pay Order or Bank Guarantee or Fixed Deposit from a Nationalized / Scheduled bank in an acceptable form in favour of GMRC Limited along with the technical bid as mentioned in Bid Submission. The bid security should remain valid for a period of **Ninety (90) days beyond the last date of submission of technical bid.**

Signature & Stamp of Bidder (Authorized Person from Bidder)

(11.3) Technical bid without EMD shall be summarily rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them after 2 weeks of awarding the tender to successful bidder.

(11.5) No interest will be paid to the bidders on EMD submitted.

(11.6) EMD of the successful bidder shall be returned on receipt of Performance Guarantee and after signing the Contract Agreement.

(11.7) EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

(11.8) EMD shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance Guarantee within the time frame specified by GMRC Ltd.

(11.9) The Technical Bid should consist of the following documents as per Annexure-IV:

1. Signed & stamped copy of the FSSAI license under Food Safety and Standards Act, 2006 as mentioned in Minimum Eligibility Criteria.
2. Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of all Directors/Partners along with **Annexure-4**.
3. Signed & stamped copy of valid Registration Number of Agency under Shop & Establishment Act.
4. Signed & stamped copy of GST registration number and GST return data of last 3 months.
5. Proof of Annual turnover of last three financial years as stated in Minimum Eligibility Criteria. It should be supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.
6. Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in Annexures; and a satisfactorily work completion certificate to be provided compulsorily.
7. **Annexure-5 (Undertaking)**

(12) THE FINANCIAL BID SUBMISSION (ONLINE ONLY):-

Financial Bid is not to be submitted in physical form as it has to be filled up on the online portal <https://gmrc.nprocure.com>. Financial Bids of those bidders who qualify in the Technical evaluation as per the criteria laid down in the document shall only be opened online.

The tender form for the financial bid in Proforma prescribed in tender document as 'Online financial proposal' in **Annexure 1**.

Help Desk Link for E-Tendering:-

In case bidders need any clarifications or if training is required to participate in online tenders, they can contact (n) Procure Support team:-

(n)Code Solutions-A division of GNFC Ltd.,

(n)Procure Cell

403, GNFC Infotower, S.G. Road,

Bodakdev, Ahmedabad – 380054 (Gujarat)

Contact Details

Fax : +91-79-40007533

E-mail : nprocure@ncode.in

Signature & Stamp of Bidder (Authorized Person from Bidder)

TOLL FREE NUMBER : 1800-419-4632

Operating System & System Requirements:-

Opening Website in Internet Explorer (IE) 8/9/10 - Open IE ->Menu Bar -> Tools-> Compatibility View Settings -> Add website in compatibility view ->Select below option only "Display all **Opening Website in IE 11.** - Open IE ->Menu Bar -> Tools-> Compatibility View Settings -> Add website in compatibility view ->Select below option only "Display Intranet Sites in Compatibility View". Don't Close IE. And open the website.

New DSC Purchase & Renewal L: 079 – 66743289/ 66743300 / 200

Email Id :	dscsupport@ncode.in
	dscsales@ncode.in

DSC Support Toll Free Number: 1800 - 419 - 4455

(12.1) The financial bid submitted by bidder shall remain valid and open for acceptance **for a period of 90 days from the date of bid submission.**

(12.2) Bid Prices:

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Bid Offer covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Providing Photocopy(Xerox) and related Services at GMRC. This includes all the liabilities of the Bidder to deliver items at GMRC's Depot and station located at Ahmedabad.

The rates will be excluding GST (In case of substantial revision in GST slabs during the contract period, difference will be considered by GMRC and shall be reimbursed to the successful bidder accordingly)

(12.3) Bidders are advised to visit and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after comprehensive assessment of the scope, quality and quantity of the work. The terms, conditions and notes under this chapter are guiding and thus bidder/s are advised to make its own assessment and after then to quote.

(12.4) It shall be the responsibility of the bidder / tenderer to ensure that this tender is submitted in physical form (i.e. Technical Bid) and online form (i.e. Financial bid) on e-tendering portal <https://gmrcnprocure.com> before the deadline of submission. Non submission of any one of the above submission shall be considered as non-responsive and liable to be summarily rejected.

(13) BID OPENING AND EVALUATION:

(13.1) The tender committee of GMRC will open the Technical/ Financial Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

(13.2) The bid of any bidder who has not complied with one or more of the conditions Prescribed in the tender document will be summarily rejected.

(13.3) Conditional Bids will also be summarily rejected.

(13.4) Financial bids of only the technically qualified bidders will be opened online for evaluation.

Signature & Stamp of Bidder (Authorized Person from Bidder)

(13.5) The successful L1 bidder of the price bid will be called for the presentation on its vendor capabilities for providing the services at GMRC Co. Ltd.

(14) ISSUANCE OF LETTER OF ACCEPTANCE (LOA) AND AWARD OF CONTRACT:

(14.1) Prior to the expiration of the bid period, GMRC will notify the successful bidder in writing by issuing Letter Of Acceptance (LOA) through e-mail that its bid has been accepted.

(14.2) The issuance of Letter of Acceptance (LOA) shall constitute the intention of GMRC to enter into an agreement with the successful bidder.

(14.3) Upon issuance of LOA, the successful bidder shall submit Performance Guarantee of value 10% of the Contract Price in conformity with the bid documents, in stipulated time period which is within 7 (Seven) days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and GMRC on suitable stamp and after that EMD will be released.

(15) CANCELLATION OF LETTER OF ACCEPTANCE:

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in the form of Bank Guarantee / Demand Draft in stipulated time (within seven days of issuance of LOA) shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case GMRC may make the offer to any other bidder at its only discretion or may call for new bids.

(16) POST BID CLARIFICATION:

No post bid clarification at the initiative of the bidders shall be entertained. Any effort by the bidders to influence the GMRC in its bid evaluation, bid comparison or award of the contract shall be resulted into rejection of the entire bid.

(17) MISCELLANEOUS:

(17.1) The bidder is expected to examine all the instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result into rejection of the bid.

(17.2) GMRC may terminate the contract if it is found that the contractor/agency is black listed on previous occasions by any of the Government Departments/ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, etc. If the work completion certificate submitted by the bidder contains any negative/adverse remark, in that case the bidder will not qualify for the technical evaluation and the bid will be summarily rejected. Non submission of satisfactory work completion certificates will also lead to disqualification for the technical evaluation and the bid will be summarily rejected. The satisfactory work completion certificate submitted by bidder shall also include remarks of its respective clients/principal employer about no levying financial penalty or other major penalty to the bidder during his contract tenure. If any kind of financial penalty or any other major penalty levied to the bidder by its previous clients/principal employer is found, in such case the bidder will be disqualified at Technical Bid Evaluation stage.

(17.3) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender Document.

Signature & Stamp of Bidder (Authorized Person from Bidder)

(17.4) The bidder shall check all the pages of tender document and in the event of discovery of any discrepancy or missing pages, the bidder shall inform GMRC and shall ensure to get all the details on time.

(17.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at snehal.shah@gujaratmetrorail.com within 10 days from the date of issuance of the tender. The clarifications and amendments, if needed will be issued within 5 days from the last date of query submission date. Queries after the stipulated time period i.e.10 days from the date of issuance shall not be considered in any case.

(17.6) The decision taken by GMRC will be final and abiding to all the bidders in any aspect of the mentioned tender and the bidder shall have no claim in any form against GMRC Ltd.

Signature & Stamp of Bidder (Authorized Person from Bidder)

Section – V, TERMS & CONDITIONS OF CONTRACT

(Hereinafter **successful bidder is referred to as agency or service provider**)

1. Responsibility and Scope of Agency

1. Photocopy (Xerox), Printing, Rubber Stamps and other items must be provided of standard quality only by agency as mentioned in item description of Annexure-II of online financial bid. GMRC reserves the rights to assess and to decide the quality of paper, photocopy, stamps, binding, printing etcetera. Inferior quality if found by GMRC officials shall be rejected and all the expenses will be borne by agency only.

2. The agency has to provide service on all working days. In case our office works on the any public holiday/ weekly off day, the agency has to provide the services on those days just like working day.

3. All the liabilities which may arise under the prevailing government acts related to these services will have to be fulfilled by the agency.

4. Agency shall deliver all the required items to offices of GMRC at free of cost, No extra charges will be paid towards the delivery.

5. The agency will be responsible for providing the required services by doing alternate arrangement or by outsourcing services in case of the sudden breakdown of its photocopy/printing machines or non-availability of materials/manpower or any other situations whenever agency is not able to provide services in stipulated time period as per GMRC's requirements. The outsourcing of work shall be done in exigent situation only where there is no other option/solution. No extra payment will be given towards alternate or outsourced services provided by agency.

6. The requirement of Photocopy (Xerox) and other related services may vary from time to time as per requirement of GMRC. GMRC reserves the right to **increase or decrease the quantity of Photocopy (Xerox), Printing, Rubber Stamp and other items** in the schedule of requirements without any change in unit price quoted by agency during the contract period which shall be abiding to agency.

7. The agency shall proceed with its functions/work in accordance with the instructions and clarification of GMRC. If the agency fails to proceed with the work/function, it shall be considered to be in default and shall hold liable for any cost and expenses arising from such default. During this period, the agency shall be paid the undisputed portion of its claim which is due as per the contract.

8. GMRC and The Agency undertake that all the disputes, differences or questions at any time between the parties shall be resolved between in good faith by having discussion between Chief Administrative Officer and the owner of agency.

2. Payment of Monthly Bills

Payments shall be made on monthly basis within 15 working days after submission of comprehensive bills in the succeeding months. The Agency shall submit the bills before 5th of every month along with below documents duly signed by agency.

- Signed and stamped copy of delivery challans.
- Invoice duly signed by authorized person of agency in duplicate

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3. Penalties

Any lapses in the providing Photocopy (Xerox) and related services will invite penalties as it will be considered as nonfulfillment of contractual obligations. Quantum of penalty will be decided in individual cases and the decision of GMRC will be final and abiding to bidder. Few of penalty conditions are tabulated below.

1. In case of failure to provide Photocopy (Xerox) and related services at the time of inception of contract period as per the requirement given by GMRC, **the entire EMD shall be forfeited and LOA shall be withdrawn.**
2. If agency fails to provide alternate arrangement in case of sudden shortage of Photocopies (Xerox), Printing, Rubber Stamp and other items, **suitable penalty per day** shall be levied by GMRC and the same shall be deducted from The Agency's monthly bill. Repetition of such incidents may be resulted into termination of contract.
3. In case of any complaint is received from GMRC officials attributable to quality of printing, papers, stamps, binding, laminations etcetera and is assessed as true by GMRC administration, **a suitable penalty** for each such incident shall be levied and the same shall be deducted from The Agency's bill and on repetition of the same GMRC may terminate the contract.
4. If as a result of post payment audit any overpayment is detected in respect of any invoices of services provided by the agency or alleged to provide services by the agency under the contract, it shall be recovered by GMRC from the agency from subsequent bills without consent of the agency at GMRC's discretion.

4. Period of Contract:

The initial Contract shall be valid for a period of One Year which is further extendable to one year subject to review and satisfactory performance of the Agency, Solely upon the discretion of GMRC Co. Ltd.

5. Performance Guarantee:

The Agency shall deposit Performance Guarantee of 10% of Contract Value in the form of DD, PO, Bank Guarantee or Fixed Deposit from nationalized bank within 7 calendar days from the date of Letter of Acceptance (LOA). Performance Guarantee must be valid up to a period of **Ninety Days** after the date of completion of contract, In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of GMRC Ltd. This Performance Guarantee shall be released only after 90 Days from the date of expiry of the contract.

6. Sub-Contracting:

The Agency shall not sub-contract any part or whole part of the rate contract or any activity mentioned in the tender to any sub-contractor.

7. Change in Terms and Conditions/Contract:

GMRC shall reserve all rights to make changes in the terms and condition or variation in the mentioned contract/tender by a notice in writing to the agency. The agency will be abiding to the same and no representation in the said manner will be allowed / entertained.

8. Termination:

- (8.1) If The Agency fails to perform its duties/functions satisfactory as prescribed by GMRC, GMRC reserves the right to terminate the contract with agency at any point of time. In no event shall

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- the agency be entitled to any prospective profits or consequential losses because of such termination.
- (8.2) The Contract shall be considered as terminated in the event of the death of the owner of the agency and their legal heir will not have any right/claim towards the same. However, the legal heirs of the owner of the agency may continue working as per contract specifications for next three months. GMRC has to complete process to appoint the new agency during the mentioned period.
- (8.3) If Agency does not desire to continue the contract, in such case, it has to give three months' notice in advance to the Company and its performance guarantee will be seized.
- (8.4) In addition to the any provision of this contract, GMRC can terminate the contract without providing any reason to the agency by giving notice in one month in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.
- (8.5) Failure by The Agency to comply with any statutory requirements and terms and conditions of this tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by GMRC. In such a case, the performance guarantee will also be forfeited.
- (8.6) Any repetition of penalty may be resulted into termination of contract as mentioned in penalty terms and conditions.

9. Statutory Compliance with Laws, Regulations and Orders:

The Agency shall comply with all applicable Indian Laws, decree, rules and regulations of government or any authorized agencies of any government in India and maintain valid record for verification of the statutory authorities as well GMRC Ltd as and when required.

10. Applicable Law:

The contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India and parties hereby agree to submit that the court at Gandhinagar, Gujarat shall have the exclusive jurisdiction to dispute if any arising between the parties to the Contract.

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FINANCIAL BID DOCUMENT**Annexure – 1, PRICE BID FOR XEROX & OTHER RELATED WORKS**
(TO BE FILLED ONLINE ONLY)

Sl. No.	Item Description		Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)	
1	A0 Size Printed Material	1.01	A0,Black and White, paper quality 70 GSM, super Sunshine single side printing	Per page	50	120	6,000
		1.02	A0, Multi colour, paper quality 70 GSM, super Sunshine single side printing	Per page	50	175	8,750
2	A1 Size Printed Material	2.01	A1,Black and White, paper quality 70 GSM, super Sunshine single side printing	Per page	50	56	2,800
		2.02	A1, Multi colour, paper quality 70 GSM, super Sunshine single side printing	Per page	50	94	4,700
3	A3 Size printed material	3.01	A3, Black and White, paper quality 80 GSM, super Sunshine single side printing	Per page	375	1.9	713
		3.02	A3 Black and White paper Quality 80 GSM, Super Sunshine single side Xerox	Per page	560	3.8	2,128
		3.03	A3, Black and White, paper quality 80 GSM, super Sunshine Double side printing	Per side of the page	365	1.8	657
		3.04	A3 Black and White paper Quality 80 GSM, Super Sunshine double side Xerox	Per side of the page	1360	2.7	3,672
		3.05	A3,Multi colour ,paper quality 80 GSM, ,single side printing	Per page	160	10	1,600
		3.06	A3 Multi colour paper quality 80 GSM, single side Xerox	Per page	200	8	1,600
		3.07	A3,Multi colour ,paper quality 80 GSM, ,double side printing	Per side of the page	6920	12	83,040

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Sl. No.	Item Description		Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)	
	3.08	A3 Multi colour paper quality 80 GSM double side Xerox	Per side of the page	100	8	800	
4	A3 Cover Page	4.01 A3, Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	100	21	2,100	
5	A4 Size Printed Material	5.01	A4, Black and White, paper quality 80 GSM, super Sunshine single side printing	Per page	10140	0.70	7,098
		5.02	A4 black and white paper quality 80 GSM, super sunshine single side Xerox	Per page	2524	1.25	3,155
		5.03	A4, Black and White, paper quality 80 GSM, super Sunshine Double side printing	Per side of the page	23044	0.80	18,435
		5.04	A4 black and white paper quality 80 GSM, super sunshine double side Xerox	Per side of the page	5010	1.25	6,263
		5.05	A4, Multi colour, paper quality 80 GSM, single side printing	Per page	8462	1.70	14,385
		5.06	A4 Multi colour paper quality 80 GSM, single side Xerox	Per page	762	8.00	6,096
		5.07	A4, Multi colour, paper quality 80 GSM, Double side printing	Per side of the page	146774	1.80	2,64,193
		5.08	A4 Multi colour paper quality 80 GSM, double side Xerox	Per side of the page	1265	8.00	10,120
6	A4 Cover Page	6.01 A4, colour Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	200	13.2	2,640	

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description		Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)	
7	A5 Size printing material	7.01	A5 Black and White, paper quality 80 GSM, super sunshine ,single side printing	Per page	34000	0.65	22,100
		7.02	A5 Black and White, paper quality 80 GSM, super sunshine ,Double side printing	Per side of the page	22000	0.40	8,800
		7.03	A5 ,Multi colour print ,paper quality 80 GSM, ,single side printing	Per page	48500	0.62	30,070
		7.04	A5 ,Multi colour print ,paper quality 80 GSM, ,Double side printing	Per side of the page	26000	0.84	21,840
8	A5 Cover Page	8.01	A5, Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	200	9.70	1,940
9	A5/2 Size Printed Material	9.01	A5/2, Black and White, paper quality 80 GSM, super Sunshine single side printing	Per page	100	1.20	120
		9.02	A5/2, Black and White, paper quality 80 GSM, super Sunshine Double side printing	Per side of the page	100	1.42	142
10	A5/2 Cover Page	10.01	A5/2, Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	100	14	1,400
11	A6 Size Printed Material	11.01	A6, Black and White, paper quality 80 GSM, super Sunshine single side printing	Per page	100	3.8	380
		11.02	A6, Black and White, paper quality 80 GSM, super Sunshine Double side printing	Per side of the page	100	4.9	490

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description			Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
12	A6 Cover Page	12.01	A6, Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	100	13	1,300
13	B5 Size Printed Material	13.01	B5, Black and White, paper quality 80 GSM, super Sunshine single side printing	Per page	100	3.1	310
		13.02	B5, Black and White, paper quality 80 GSM, super Sunshine Double side printing	Per side of the page	100	7.1	710
14	B5 Cover Page	14.01	B5, Multi colour print, paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/ soft / glue binding	Per cover page set (front and back)	100	16.2	1,620
15	Spiral Binding	15.01	paper size A3/A4	Per Booklet	315	18.1	5,702
		15.02	paper size A5	Per Booklet	100	17	1,700
16	Side Pin Soft Binding	16.01	paper Size A 3	Per Booklet	100	20.4	2,040
		16.02	paper Size A 4	Per Booklet	100	22	2,200
		16.03	paper Size A 5	Per Booklet	50	22.4	1,120
		16.04	paper Size A 5/2	Per Booklet	50	13.6	680
17	Gatta Binding (Hard Cover)	17.01	paper Size A 3	Per Booklet	100	46.8	4,680
		17.02	paper Size A 4	Per Booklet	1160	48.1	55,796
		17.03	paper Size A 5	Per Booklet	1000	32.2	32,200

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description		Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)	
	17.04	Page Size – A5/2	Per Booklet	50	33.4	1,670	
	17.05	Page Size – A6	Per Booklet	50	29.9	1,495	
	17.06	Page Size – B5	Per Booklet	50	32.8	1,640	
18	18.01	paper Size A 3	Per Booklet	50	42.8	2,140	
	18.02	paper Size A 4	Per Booklet	50	36.8	1,840	
	18.03	paper Size A 5	Per Booklet	50	28.6	1,430	
	18.04	Page Size – A5/2	Per Booklet	50	30.5	1,525	
	18.05	Page Size – A6	Per Booklet	50	25.35	1,268	
	18.06	Page Size – B5	Per Booklet	50	36.56	1,828	
19	A4 Comb Binding	19.01	A4 Comb Binding	Per Booklet	0	0	-
20	A4 Wipro Binding	20.01	A4 Wipro Binding	Per Booklet	0	0	-
21	Pamph-lets A4	21.01	A4 Size, single side printed, Multicolour, 170 GSM	Per pamph-let	5000	1.9	9,500
22	Pamph-lets A4	22.01	A4 Size, both side printed, Multicolour, 170 GSM	Per pamph-let	5000	4.12	20,600
23	Pamph-lets A5	23.01	A5 Size, single side printed, Multicolour, 170 GSM	Per pamph-let	5000	0.86	4,300
24	Pamph-lets A5	24.01	A5 Size, both side printed, Multicolour, 170 GSM	Per pamph-let	5000	2.12	10,600

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description			Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
25	Printed Flex Material	25.01	i) Normal quality of flex	Per square feet	500	10.5	5,250
		25.02	ii) Star quality of flex	Per square feet	500	19.1	9,550
26	Printed Flex Material with frame	26.01	i) Normal quality of flex	Per square feet	500	38.1	19,050
		26.02	ii) Star quality of flex	Per square feet	500	46.15	23,075
27	Printed Flex Material with Stand	27.01	i) Normal quality of flex	Per square feet	500	91.16	45,580
		27.02	ii) Star quality of flex	Per square feet	500	102.13	51,065
28	Pocket booklets	28.01	Size 4.25X5.5(inch), Page near about 100, cover four colour	Per Booklet	200	103.8	20,760
29	Stamp Numbering (all type of pages)			per hundred	3004	8.9	26,736
30	Perforation (all type of pages)			per hundred	1500	6.8	10,200
31	F/S 1/2 size: Using 80 GSM ledger paper, 100 pages-one side BW			Nos.	10	150	1500
32	F/S 1/2 size: Using 80 GSM ledger paper, 100 pages - two side BW			Nos.	10	200	2000
33	F/S 1/2 size: Using 80 GSM ledger paper, 100 pages - one side color			Nos.	10	225	2250

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description	Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
34	F/S 1/2 size: Using 80 GSM ledger paper, 100 pages - two side color	Nos.	10	250	2,500
35	F/S 1/2 size: Using 80 GSM ledger paper, 4 pages/set, Each book 62 sets - BW	Nos.	10	150	1500
36	F/S 1/2 size: Using 80 GSM ledger paper, 4 pages/set, Each book 62 sets - Color	Nos.	10	200	2000
37	D 1/8 th size, one side printing, Each pad 1+1 copy, 100 set per book, using 70 GSM maplitho paper - BW	Nos.	15	200	3,000
38	D 1/8 th size, one side printing, Each pad 1+1 copy, 100 set per book, using 70 GSM maplitho paper - Color	Nos.	15	250	3750
39	D 1/8 th size, TWO side printing, Each pad 1+1 copy, 100 set per book, using 70 GSM maplitho paper BW	Nos.	20	225	4,500
40	D 1/4 th size: Two side printing, Each pad 200 sheets, using 80 GSM maplitho paper - Color	Nos.	25	275	6,875
41	D 1/4 th size: One side printing, Each pad 200 sheets, using 70 GSM maplitho paper.	Nos.	10	300	3,000
42	D 1/4 th size: TWO side printing, Each pad 200 sheets, using 70 GSM maplitho paper.	Nos.	10	350	3,500
43	A4 Lamination 125 GSM	Per Page	100	8	800
44	A3 Lamination 125 GSM	Per Page	100	15	1,500
45	A4 Lamination 250 GSM	Per Page	100	10	1,000
46	A3 Lamination 250 GSM	Per Page	50	25	1,250
47	12 x 18 Lamination	Per Page	50	25	1,250

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description	Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
48	Plan Lamination	Sq. Inch	500	0.5	250
49	Roll to Roll Lamination	Sq. Inch	500	0.5	250
50	2 – Line Rubber Stamp	Nos.	50	30	1,500
51	3 – Line Rubber Stamp	Nos.	50	50	2,500
52	4 – Line Rubber Stamp	Nos.	50	60	3,000
53	5 – Line Rubber Stamp	Nos.	50	80	4,000
54	6 – Line Rubber Stamp	Nos.	50	90	4,500
55	7 – Line Rubber Stamp	Nos.	25	95	2,375
56	8 – Line Rubber Stamp	Nos.	25	100	2,500
57	9 – Line Rubber Stamp	Nos.	25	110	2,750
58	10 – Line Rubber Stamp	Nos.	25	120	3,000
59	11– Line Rubber Stamp	Nos.	25	130	3,250
60	12 – Line Rubber Stamp	Nos.	25	140	3,500
61	13– Line Rubber Stamp	Nos.	25	150	3,750
62	Auto Ink Stamp (1 to 3 line)	Nos.	50	250	12,500
63	Auto Ink Stamp (4 to 6 line)	Nos.	50	300	15,000

Signature & Stamp of Bidder (Authorized Person from Bidder)

Sl. No.	Item Description	Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
64	Auto Ink Stamp (7 to 10 line)	Nos.	25	400	10,000
65	Auto Ink Stamp Refilling	Nos.	25	400	10,000
66	A4 B/W Scan	Per Page	1000	1	1,000
67	F.S B/W Scan	Per Page	500	1	500
68	A3 B/W Scan	Per Page	100	1	100
69	A4 Colour Scan	Per Page	500	3	1,500
70	A3 Colour Scan	Per Page	100	5	500
71	B/W Roller Scan	Sq. Ft.	100	2	200
72	Colour Plotting Scan	Sq. Ft.	50	10	500
73	CD Writing	Nos.	50	10	500
74	DVD Writing	Nos.	50	10	500
75	Colour Plotting (On Thick Paper)	Sq. Ft.	50	40	2,000
76	Colour Plotting (On Photo Paper)	Sq. Ft.	50	35	1,750
77	Digital Plan Xerox	Sq. Ft.	50	15	750
78	Digital Plan Xerox (On Tracing Paper)	Sq. Ft.	50	45	2,250

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Sl. No.	Item Description	Units	Total Requirement	Rate (INR/Unit)	Total Amount (INR)
79	Digital Plan Print	Sq. Ft.	50	15	750
Total Amount Rs (Excluding GST)					10,58,985
Total Amount Rs (Excluding GST) – Round off					10,50,000
Contractor's Quote in % above/ below/ at par (in figure)					
Contractor's Quote in % above/ below/ at par (in words)					
Seal and Signature of the Bidder					
Date					
Note: The taxes will be paid on actual basis.					

Signature & Stamp of Bidder (Authorized Person from Bidder)

ANNEXURE – 2, GUIDELINES FOR TECHNICAL BID SUBMISSION

Below mentioned Documents to be submitted in Technical Bid along with covering page of below check list

<u>Sr No.</u>	<u>Documents to be Submitted</u>	<u>Yes or No</u>	<u>If Yes, Page no.</u>
1.	Technical Bid		
2	Envelope – 1 (i.e. Tender fees and EMD)		
3	Envelope – 2 (i.e. Qualification cum Technical Bid)		
4	Signed & stamped copy of PAN card of the Agency/Firm/Company under Income Tax Act.		
5	Signed & stamped copy of valid Registration Number of Agency under as per Shop & Establishment Act.		
6	Signed & stamped copy of GST registration number and GST return data of last 3 months.		
7	Proof of Annual turnover of last three financial years supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.		
8	Annexure -3 (i.e. Experience Details) Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details as mentioned in Annexure-3		
9	Annexure-4 (i.e. Contact Details)		
10	Annexure-5 (i.e. Undertaking) in Original		
11	Envelope – 3 (i.e. Unfilled Signed and Stamped Tender Document)		

Note :

- The bidder are advised to submit the bid (i.e. Technical Bid, Envelope – 1, 2 & 3) in spiral / binder book with index, page numbering, sign and stamp on each and every page of the Bid.**
- The submission in loose papers may hamper the evaluation process, hence bidder are requested to submit their bid as per above note.**

Signature & Stamp of Bidder (Authorized Person from Bidder)

ANNEXURE – 3, EXPERIENCE & FINANCIAL DETAILS

(A) Experience Details must be given in below format along with work completion certificate

Sr. No	Name of the Organization where you provided services	Duration of Contract period	Types of Machines provided by your agency	Total number of Photocopy(Xerox), Printing & Rubber Stamp per day served by your agency	Contact Details of Organization / Authorized Person
1					
2					
3					
4					

(B) Financial Detail

Description	FINANCIAL YEARS (in INR)		
	2018-19	2017-18	2016-17
Annual Turnover			
Average Annual Turnover			
Name of Chartered Accountant (CA)			
Seal & Signature of CA			
Membership No. of CA			

Note:

1. The bidder is advised to attach the documentary evidence (i.e. LOA, Completion certificate etc.) along with filled Annexure –3, as mentioned above.
2. The financial data in above prescribed format, Annexure – 3 shall be certified by Chartered Accountant in original under his signature, stamp and membership number.

Signature & Stamp of Bidder (Authorized Person from Bidder)

ANNEXURE – 4, CONTACT DETAILS

1	Name & Address of Firm/Agency	
	Telephone No. of Owner/Authorized Person of Agency	
2	Registration No. of the Firm/ Agency	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency to deal with (Dedicated Resource for GMRC to coordinate with)	
4	Please specify as to whether Bidder is sole proprietor / Partnership Firm. Name, Address and Telephone No. of all Director / Partners should specified.	
5	PAN Card Number issued by Income Tax Department	
6	GST No.	
7	Labour License (Please attach the certificate / document)	
8	PF, ESI registration certificate (Please attach the certificate / document)	
9	Details of Tender Fees	
	a) Amount	
	b) Pay order or DD No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
	Details of EMD	
	a) Amount	
	b) FDR No. or DD No. or Pay order No. or Bank Guarantee No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder) Name, Designation and Address with seal

Note:

1. The bidder is advised to attach necessary copy document with reference to SN 1 to 9 of Annexure – 4 (i.e. Contact Details).

Signature & Stamp of Bidder (Authorized Person from Bidder)

ANNEXURE – 5, UNDERTAKING

(ON NON JUDICIAL STAMP PAPER OF Rs. 100/-)

To,
GMRC Limited,
Block No. 1, 1st Floor, Karmayogi Bhavan,
Sector-10 A, Gandhinagar – 382 010

Name of the Firm / Agency _____

Name of the Tenderer/Bidder _____

Dear Sir,

I / We hereby agree to abide by all terms and conditions laid down in tender document.

This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that Our firm/agency/company doesn't have any existing litigation, never blacklisted, terminated by any client in India.

I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last five years.

**(Signature of the bidder)
Name, Designation and Address
(with seal)**

Note:

1. The above mentioned submission must be in ORIGINAL

Signature & Stamp of Bidder (Authorized Person from Bidder)