



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

Tender No. GMRC/ADMIN/XEROX/2021
Date: 26-10-2021

“Tender for Photocopy/Xerox & Related services at GMRC Offices”

TENDER DOCUMENT Comprises of:

- Section I : Notice Inviting Tender
- Section II : Photocopy/Xerox Requirement Details
- Section III : Minimum Eligibility Criteria
- Section IV : Scope Of Work
- Section V : Tendering Process
- Section VI : Instruction to Bidder
- Section VII : Terms and Conditions of Contract
- Annexure – I to X



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

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Section – I, NOTICE INVITING TENDER



GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED
(Formerly known as Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Co. Ltd.)
(A Joint Venture 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/ADMIN/XEROX/2021

Date: 26-10-2021

E-Tender are invited from reputed and experienced agencies for the following tender:

Tender Name	Tender Fees
“Photocopy/Xerox & related services at GMRC offices”	INR 5000/-

Interested bidders are requested to visit <https://gmrc.nprocure.com> for eligibility criteria, applying/ downloading the tender document. The last date and time for Bid Submissions of Tender is 15:00 Hrs on 16-11-2021

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 (Authorised Person from Bidder)

GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED.
(A 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 (MEGA) Company Ltd] invites Open Tenders under single stage, two packet system from Agencies, who fulfil qualification criteria as stipulated in Minimum Eligibility Criteria, for the work, “ for Photocopy/Xerox & related services at GMRC offices”

1.1.2 Key details :

The details of the tenders are as follows:

A. Tender No.	GMRC/ADMIN/XEROX/2021
B. Name of Work	“Tender for Photocopy/Xerox & related services at GMRC offices”
C. Approximate cost of work	INR 13.40 lakh (Excluding GST)
D. Tender Fees	INR 5000/- only inclusive of GST (Non-refundable) [Demand Draft /Banker’s cheque/Pay Order drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED” payable at Gandhinagar.
E. Undertaking for Tender Security Declaration	Bidders shall upload scanned copy of Undertaking for Tender Security Declaration as per Annexure - IV at the time of online bid submission. If Undertaking for Tender Security Declaration is not submitted or is not in prescribed format then such bids shall be considered ineligible and summarily rejected.
F. Last Date and time of submission of ETender	16-11-2021, 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 Annexure-III, Pricing Document of the Tender document. • Technical Bid is to be submitted both online and physically in printed and duly signed. The address and other details are given hereinafter.
G. Opening of Technical Bid	On the day of submission of Filled-In Technical Bid at 15:30 Hrs (IST)

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H. Date and Time of opening of online Financial bid	Will be intimated later to technically qualified bidders through e-mail/ phone/letter.
I. Venue of physical submission of Technical Bid (i.e. Technical Bid comprises of Tender fees, Tender Guarantee (EMD) Technical Bid & signed copy of Tender Document, Addenda & Clarifications)	Sr. DGM- Civil & Procurement, GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED. (A 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
J. Tender validity	90 days from its date of submission
K. Performance Guarantee	3% of Contract Price
L. Contract period	1(One) year from the date of final award of contract further extendable upto one year subject to review and satisfactory performance of Agency

As per MSME Act 2012 and amendment thereof, the firms registered under MSME / NSIC (i.e. National Small Industries Corporation) are exempted in submission of Tender Fees and Tender Security subject to submission of valid registration certificate under appropriate category of Contract / similar work as applicable as on the date of tender submission.

1.1.3.1 Eligible Applicants

1. Each bidder shall submit only one tender either by himself/herself as sole. The submission in JV / Consortium is not allowed

2. Purchase Preference to Local Suppliers/Preference to Make In India:

Only 'Class-I local supplier' and 'Class-II local Supplier', as defined below, are eligible to participate for the subject tender.

a) Definitions:

- i. 'Local content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.
- ii. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT). Minimum local content for 'Class-I local supplier' shall be 90% for the subject tender.
- iii. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).
- iv. 'Non - Local supplier' means a supplier or service provider, whose goods, services

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or works offered for procurement, has local content less than or equal to 20% for the subject tender, as defined under the Order No. P-45021/2/2017-PP(BE-II) dated 04.06.2020 issued by DPIIT.

- v. L1' means the lowest tender or lowest bid received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- vi. 'Margin of purchase preference' means the maximum extent to which the price quoted by a class- I local supplier may be above the L1 for the purpose of purchase preference. Margin of purchase preference shall be 20% for the subject tender.

b) Procedure for Purchase Preference in procurement of goods or works which are divisible in nature: NOT APPLICABLE FOR THE SUBJECT TENDER

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.

If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

c) Procedure for Purchase Preference in procurement of goods or works which are not divisible in nature and in procurement of services where the bid is evaluated on price alone: APPLICABLE FOR THE SUBJECT TENDER

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

d) Minimum local content and verification of local content:

- i. The 'Class-I local supplier' / 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of minimum local content and provide self- certification that the item offered meets the minimum local content requirement for 'Class-I local supplier' / 'Class-II local

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supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

- ii. In case of procurement for a value in excess of Rs. 10 crores, the class-I local supplier/ class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content after completion of works to the Engineer.
- iii. If any false declaration regarding local content is found, the company shall be debarred for a period of three years from participating in tenders of all metro rail companies.
- iv. Supplier/bidder shall give the details of the local content in a format attached as Annexure- VIII and Annexure- IX duly filled to be uploaded along with the technical bid. In case, bidder do not upload/submit Annexure-VIII and Annexure-IX duly filled along with their technical bid, supplier/bidder shall be considered as 'Non-local supplier' and will not be eligible to participate for estimated value of purchases up to Rs. 200 crores except Global tender enquiries in terms of Clause 3(b) of Order No. P-45021/2/2017- PP(BE-II) dated 04.06.2020 issued by Department for Promotion of Industry and Internal Trade (DPIIT).

e) Complaints relating to implementation of Purchase Preference

Fees for such complaints shall be Rs. 2 Lakh or 1% of the value of the local item being procured (subject to maximum of Rs. 5 Lakh), whichever is higher. In case the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

(II) Bidder from a country, which shares a land border with India

I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority (i.e. Department for Promotion of Industry and Internal Trade – DPIIT). The detail circular may be referred on this website : <https://doe.gov.in/procurement-policy-divisions>.

II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

III. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- (a). An entity incorporated, established or registered in such a country; or
- (b). A subsidiary of an entity incorporated, established or registered in such a country; or
- (c). An entity substantially controlled through entities incorporated, established or registered in such a country; or
- (d). An entity whose beneficial owner is situated in such a country; or
- (e). An Indian (or other) agent of such an entity; or
- (f). A natural person who is a citizen of such a country; or

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(g). A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above will be as under:

1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;

b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or

2. Voting agreements;

In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;

3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

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.

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- (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 (MEGA) 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, Photocopy/Xerox Requirement Detail.
 - Section – III, Minimum Eligibility Criteria
 - Section – IV, Scope of Work
 - Section – V, Tendering Process
 - Section – VI, Instruction to Bidder
 - Section – VII, Terms and Conditions of Contract
 - Annexure – I to X
- (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.
- (6) GMRC also does not bind itself to accept the lowest rate. GMRC shall award the 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

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Section – II, PHOTOCOPY/XEROX REQUIREMENT DETAIL

SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity(Per Year)
1	A4 B/W Xerox (On 75 GSM paper)	Page	41284
2	A4 B/W Xerox (On 100 GSM Paper)	Page	28
3	A4 B/W Xerox (On 100 GSM Colour Paper)	Page	125
4	A3 B/W Xerox (On 75 GSM paper)	Page	114
5	A3 B/W Xerox (On 100 GSM Paper)	Page	984
6	A3 B/W Xerox (On 100 GSM Colour Paper)	Page	1123
7	A4 Colour Xerox (On 75 GSM paper)	Page	50510
8	A4 Colour Xerox (On 100 GSM Paper)	Page	498
9	A4 Colour Xerox (On 250 GSM Paper)	Page	136
10	A3 Colour Xerox (On 75 GSM paper)	Page	2990
11	A3 Colour Xerox (On 100 GSM Paper)	Page	1141
12	A3 Colour Xerox (On 250 GSM Paper)	Page	239
13	A4 B/W Print (On 75 GSM paper)	Page	311598
14	A4 B/W Print (On 100 GSM Paper)	Page	1095
15	A4 B/W Print (On 100 GSM Colour Paper)	Page	3166
16	A3 B/W Print (On 75 GSM Paper)	Page	1979
17	A3 B/W Print (On 100 GSM Paper)	Page	427
18	A3 B/W Print (On 100 GSM Colour Paper)	Page	516
19	A4 Colour Print (On 75 GSM Paper)	Page	83608
20	A4 Colour Print (On 100 GSM Paper)	Page	31163
21	A4 Colour Print (On 250 GSM Paper)	Page	102
22	A3 Colour Print (On 75 GSM Paper)	Page	844
23	A3 Colour Print (On 100 GSM Paper)	Page	2054
24	A3 Colour Print (On 250 GSM Paper)	Page	125
25	Colour Plotting Print	SQ. FT.	810
26	12 X 18 Colour Print (On 250 GSM Paper)	Page	799
27	A4 B/W Scan	Page	9636
28	F.S B/W Scan	Page	712
29	A3 B/W Scan	Page	563
30	A4 Colour Scan	Page	4257

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SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity(Per Year)
31	A3 Colour Scan	Page	73
32	B/W Roller Scan	SQ.FT.	515
33	Colour Plotting Scan	SQ.FT.	470
34	CD Writing	Each	25
35	DVD Writing	Each	25
36	A4 Lamination 125 GSM	Page	2
37	A3 Lamination 125 GSM	Page	154
38	A4 Lamination 250 GSM	Page	291
39	A3 Lamination 250 GSM	Page	167
40	12 X 18 Lamination	Page	50
41	Plan Lamination	SQ. INCH	1000
42	Roll to Roll Lamination	SQ. INCH	1000
43	1 - Line Rubber Stamp	No.	10
44	2 – Line Rubber Stamp	No.	51
45	3 – Line Rubber Stamp	No.	1
46	4 – Line Rubber Stamp	No.	43
47	5 – Line Rubber Stamp	No.	3
48	6 – Line Rubber Stamp	No.	1
49	7 – Line Rubber Stamp	No.	20
50	8 – Line Rubber Stamp	No.	3
51	9 – Line Rubber Stamp	No.	20
52	10 – Line Rubber Stamp	No.	20
53	11– Line Rubber Stamp	No.	20
54	12 – Line Rubber Stamp	No.	20
55	13– Line Rubber Stamp	No.	20
56	Rubber Stamp Round	No.	10
57	Auto Ink Stamp -Type-A (23x63 mm)	No.	5
58	Auto Ink Stamp -Type-J (20x20 mm)	No.	5
59	Auto Ink Stamp- Type-R (30x30 mm)	No.	10
60	Auto Ink Stamp Type-F (12x45 mm)	No.	5
61	Auto Ink Stamp Type-S (50x50 mm)	No.	10
62	Auto Ink Stamp Type-T (60x90 mm)	No.	5
63	Auto Ink Stamp Refilling	No.	10

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SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity(Per Year)
64	A4 Spiral Binding (1 – 100 Pages)	Each	381
65	A4 Spiral Binding (101 – 300 Pages) Jumbo	Each	469
66	A4 Spiral Binding (301 –500 Pages) Jumbo	Each	379
67	A4 Spiral Binding (501 –700 Pages) Jumbo	Each	250
68	A3 Spiral Binding (1 – 100 Pages)	Each	265
69	A3 Spiral Binding (101 – 300 Pages) Jumbo	Each	80
70	A4 Combo Binding (1 – 100 Pages)	Each	80
71	A4 Wire Binding (1 – 100 Pages)	Each	50
72	A4 Book Binding	Each	518
73	A3 Book Binding	Each	115
74	A4 Hard Binding with Perforated	No.	50
75	Colour Plotting (On Thick Paper)	SQ. FT.	128
76	Colour Plotting (On Photo Paper)	SQ. FT.	25
77	Digital Plan Xerox B/W	SQ. FT.	144
78	Digital Plan Xerox (On Tracing Paper)	SQ. FT.	25
79	Digital Plan Print B/W	SQ. FT.	374
80	Digital Plan Print Colour	SQ. FT.	100
81	Plan Fit Colour Scan	SQ. FT.	144

Note :

1. The quantity as mentioned above of photocopy/Xerox requirement are estimate only.
This may increase or decrease.
2. The payment will be made as per actual.

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Section – III, MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders.

- a) The bidder shall be stationed locally by a dedicated branch or through registered shop/office in Ahmedabad or Gandhinagar for last three (3) years as a service provider of similar work under Shop & Establishment Act. The details are to be filled in Annexure-I.
- b) Tenderer should possess a minimum of three (3) years' 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 organisation.
- c) The submission in JV / Consortium is not allowed.
- d) Work Experience : The tenderers will be qualified only if they have successfully completed work(s) during last seven (7) years ending last day of the month the month of tender submission as given below
 - (i) At least one "similar work" **of value of Rs.10.72 Lakhs
OR
 - (ii) Two "similar works" **each of value of Rs.6.70 Lakhs
OR
 - (iii) Three "similar works" **each of value of Rs.5.36 Lakhs

**Similar Nature of Work for this contract includes providing "Photocopy/Xerox, Printing Services in any 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 organisation"

Notes:

- The tenderer shall attach the details of work executed by them in the Performa prescribed in Annexure - II for the work to be considered for qualification of work experience criteria. Documentary proof such as LOA, Work order, completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated. In case, work is executed for private client documentary proof such as copy of work order, Bill wise details of payment received certified by CA, TDS certificates for all the payments received, copy of final/ last bill paid by the client should be provided.
- Value of successfully completed portion of any ongoing work up to 30-09-2021 will also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to 30-09-2021 price level assuming 5% inflation for Indian Rupees every year.

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e) Financial Standing:

The Average Annual Turnover of last 3 Financial Years (FY 2018-19, 2019-20 & 2020-21) of the bidder should be minimum Rs. 10,72,000/- (Indian Rupees : Ten Lakh Seventy two Thousand Only) per year from providing similar work of Photocopy/Xerox and related services for offices. The Turn Over must be certified by the Chartered Accountant/Company Auditor in original under his signature, stamp & membership number.

In case audited balance sheet of the last financial year (i.e. 2020 – 21) is not made available by the agency, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’ as per Annexure- X. In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.

f) Submission of Undertaking by the Bidder on the following as per Annexure V:

- No existing litigation.
- Never blacklisted, terminated by any client in India
- The bidder 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 the bidder or its officers
- Bankruptcy was never filed by the bidder, its subsidiaries or its parent Companies
- The bidder was never cited by any regulatory agency for a safety violation in the last five years.

Other Submissions:-

Apart from above mentioned submissions, bidder is required to submit the following documents in their qualification cum technical bid.

- a. IT Returns of last five years
- b. Copy of PAN, TAN, GST Registration number etc.
- c. Shop & Establishment Registration Certificate.

Notes:

1. The Bidder are advised to submit his Bid (i.e. Technical Bid both online and in Physical form) and physical in spiral / binder book with index, page numbering, sign and stamp on each and every page.
2. 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.

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Section IV, SCOPE OF WORK

1. Agency shall provide photocopy and related services such as photocopy (Xerox), printing, book binding, rubber/auto-ink stamps and other items with standard quality as per item description given by GMRC. GMRC reserves the rights to assess and to decide the quality of paper, photocopy, stamps, binding, printing etcetera. If any of the delivered items is found to be of inferior quality, GMRC officials shall reject such items and all the expenses towards the same will be borne by agency only.
2. Agency shall deliver all the required items to GMRC offices at free of cost, No extra charges will be paid towards the delivery.
3. During the contract period, the agency has to ensure delivery of items within stipulated time and period including on Sundays and public holidays, if required by GMRC.
4. Agency should get the signed order slip by Admin before initiate the work. It shall be agency's responsibility to get the signed order slip before start any work. If agency fails to do so payment shall not be made to agency for that particular work.
5. If agency does not provide work as per instruction/advice given by GMRC, agency shall provide the work with correction at free of cost within the timeline decided by Admin, GMRC.
6. All the liabilities which may arise under the prevailing government acts related to these services will have to be fulfilled by the agency. GMRC and the Agency undertake that all the disputes, differences or questions at any time between the parties shall be resolved amicably by discussion between Chief Administrative Officer and the owner of agency.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Section – V, 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 for Photocopy/Xerox and Related Services at GMRC Offices for the period of one year and further extendable upto one year on satisfactory performance review.

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

(1) Technical Bid (both online and 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 marked as “Tender Fees and Undertaking of Tender Security”,

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

Envelope – 3, should marked as “Tender Document” containing the unfilled copy of Tender Document signed and stamped 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 Performa / Envelope to be mentioned clearly in words Envelope – 1, “Undertaking of 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 Performa / Envelope.

These three envelopes to be placed in a single cover / envelope clearly written on the top as “Photocopy/Xerox & other related services at GMRC offices” which should be submitted in physical on or before the last date and time of tender submission. Late submission of tenders will not be accepted.

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. .

The successful bidder of the tender shall have to submit a Performance Guarantee/Security Deposit in the form of DD/Pay Order/Fixed Deposit/Bank Guarantee of 3% of Contract Value to be drawn in favour of “Gujarat Metro Rail Corporation (GMRC) Limited”, within Twenty One 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.

Signature & Stamp of Bidder (Authorised Person from Bidder)

(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 – III.

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 - I 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 (Authorised Person from Bidder)

Section – VI, INSTRUCTIONS TO BIDDER

(1) Period of Contract:

The initial Contract shall be valid for a period of one year from the date of award of the contract which is further extendable upto one year subject to review and satisfactory performance of the Agency.

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

2.1 Tender Fees: - Demand Draft or Pay-Order or Banker's Cheque of Rs.5000/- (Rupees Five Thousand Only) Non-refundable as Tender Fees to be drawn in favour of "Gujarat Metro Rail Corporation (GMRC) Limited", payable at Gandhinagar.

2.2 Bidders shall upload scanned copy of Undertaking for Tender Security Declaration as per Annexure -IV at the time of online bid submission. If Undertaking for Tender Security Declaration is not submitted or is not in prescribed format then such bids shall be considered ineligible and summarily rejected.

(3) ONE BID PER TENDERER:

A Tenderer shall submit only one bid, If a tenderer who submits or participates in more than one bid then all tenders in which the tenderer has participated shall be considered invalid and summarily rejected.

(4) 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.

(5) AMENDMENT TO BID DOCUMENT:

At any time, prior to the date of submission of bids, the GMRC Ltd. 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 www.gujaratmetrorail.com & <https://gmrc.nprocure.com> and these amendments will be binding on the bidders. Bidders are advised to visit GMRC website regularly for updates in this regard.

(6) RIGHT OF ACCEPTANCE/ REJECT :

6.1 Tenders received without Tender Fee, Undertaking for Tender Security will not be considered at all.

6.2 The Competent Authority of GMRC, Gandhi Nagar, reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind himself to accept the lowest or any specific bids. The decision of the Competent Authority of GMRC in this regard shall be final and binding.

6.3 Late / delayed tenders received in GMRC due to any reason whatsoever will not be accepted under any circumstances

Signature & Stamp of Bidder (Authorised Person from Bidder)

- 6.4 In the event of any disputes arising out of the execution of Contract, the matter will be referred to Competent Authority of GMRC and his decision shall be binding to both the parties.
- 6.5 Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “Subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly.
- 6.6 The Quotations and any order resulting from this enquiry shall be governed by our conditions of Contract/Purchase Order and supplier quoting this enquiry shall be deemed to have read and understood the same in to.

(7) VISIT TO OFFICES/ SITE OFFICES

The bidders are advised to visit GMRC office and assess the scope and requirements under the tender consciously. Rates so offered by a bidder shall be assumed to have been quoted after the comprehensive assessment of the scope, quality and quantity of the work. The terms and conditions are guiding and thus bidders are advised to make its own assessment and after then to quote. The costs of visiting offices shall be borne by the bidder. It shall be deemed by GMRC that the bidder has undertaken a visit to all offices of GMRC and is fully aware of the functional/deployment part of it before submitting the bid.

(8) LANGUAGE:

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

(9) VALIDITY OF CONTRACT:

The Contract shall be valid for the period of one year from the date of awarding the contract. The Annual Contract awarded as a result of this Tender inquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.

(10) RIGHT TO VARY QUANTITIES:

GMRC reserves the right at the time of award of the contract or during the contract period to increase or decrease the number of the photocopy/Xerox items in the schedule of requirements without any change in unit price.

(11) 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.

(12) SUBMISSION AND EVALUATION OF BIDS: -

- 12.1 The Bid shall be submitted not later than 15:00 Hrs on last day of submission, addressed to the Sr. DGM – (Civil & Procurement) at Karmayogi Bhavan, Gandhinagar on or before the last date and time of tender submission.
- 12.2 The bidder shall submit all documents mentioned in Annexures in prescribed format along with relevant documents mention therein.

Signature & Stamp of Bidder (Authorised Person from Bidder)

12.3 Bidders are requested to quote their prices on a firm & fixed basis only for the entire period of the rate contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.

12.4 Tenderer may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in GMRC will stand automatically extended upto first day of the next working day in the Government offices.

12.5 It shall be the responsibility of the bidder / tenderer to ensure that this tender is submitted in physical form and online 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.

12.6 Technical Bid Evaluation

The Technical Evaluation will be done based upon the criteria laid down in Section – III (i.e. Minimum Eligibility Criteria) of tender document and bidder's submission and details to be provided in Annexure II.

12.7 Financial Bid Evaluation

Overall L1 will be calculated as mentioned below with reference to Annexure – III, "A" = Approximate quantity, purely indicative for the one year.

"B" = Rate submitted by Bidder per Unit of Measurement (UoM)

"C" = "A" x "B" (Multiplication of approximate quantity and per unit rate submitted by bidder)

To derive overall Lowest 1 (L1), "D" will be considered where "D" is total of "C".

The bidder is advised to fill Price Bid per unit "B" at online portal N Procurement, as provided in Annexure III. Subsequently system will automatically calculate amount in "C".

Note: - All the bids must be excluding taxes.

12.8 Bid Price

Bidder shall quote the rates in Indian Rupees for the entire contract on a 'Single Responsibility' Basis such that 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 offices in Gandhinagar/Ahmedabad.

Help Desk Link for E-Tendering: -

In case bidders need any clarifications or if training 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

TOLL FREE NUMBER : 1800-419-4632

Signature & Stamp of Bidder (Authorised Person from Bidder)

Operating System & System Requirements: -

Opening Website in 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 : 079 – 66743289/ 66743300 / 200

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

DSC Support Toll Free Number: 1800 - 419 - 4455

It is to be noted that the bids shall remain valid and open for acceptance for a period of Ninety days from the date of bid submission.

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

- 13.1 Prior to the expiration of the bid period, GMRC Ltd. will notify the successful bidder in writing by a letter of acceptance through mail that its bid has been accepted.
- 13.2 The issue of Letter of Acceptance (LOA) shall constitute the intention of GMRC Ltd. to place the Purchase/Work Order with the successful bidder.
- 13.3 Upon issuance of LOA, the successful bidder shall submit Performance Guarantee/Security Deposit in conformity with the bid documents, in stipulated time period which is within 21 (Twenty One) days from the issuance of LOA). Thereafter a contract in accordance with the tender terms will be executed between the successful bidder and GMRC Ltd on suitable stamp and after that EMD will be released.
- 13.4 In absence of Contract Agreement, The duly accepted Letter of Acceptance signed by authorized parties (i.e. GMRC & Agency) shall be treated as Contract Agreement.

(14) CANCELLATION OF LETTER OF ACCEPTANCE:

Failure of the successful bidder to comply with the requirements of submission of Performance Guarantee/Security Deposit in stipulated time (within Twenty one 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 Ltd. may make the offer to any other bidder at its only discretion or may call for new bids.

(15) 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 Ltd. in its bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

(16) CLARIFICATION OF TENDERS:

To assist in the examination, evaluation and comparison of tenders, the Employer may, at his discretion, ask any tenderer for clarification of his tender, including breakdown of unit rates. The request for clarification and the

Signature & Stamp of Bidder (Authorised Person from Bidder)

response shall be in writing or by facsimile, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the tenders.

(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 Ltd. may terminate the contract if it is found that the 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 will 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.
- 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 Ltd 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 to our Contract person for this tender is Sr. DGM- Civil & Procurement with mail-ID snehal.shah@gujaratmetrorail.com, Telephone +91 79 23248572, Extension 527, 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 Ltd. will be final and binding 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 (Authorised Person from Bidder)

Section – VII, TERMS AND CONDITIONS

1. 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.

- Order slips duly signed by admin officer
- Duly signed and stamped delivery challans by respective GMRC department, Admin Department and Agency's authorized person.
- Invoice duly signed and stamp by authorized person of agency with full item description name, quantity and contract rates.

2. Penalties

Any lapses in the providing photocopy 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. Some of penalty conditions are tabulated below.

1. In case of failure to supply/provide photocopies, stamps or other materials asked by GMRC in stipulated time period, penalty of Rs.1,000/- (Rupees One Thousand Only) for each such incident will be imposed to the agency and the same shall be deducted from the agency's monthly bill.
2. In case of any complaint is received from GMRC officials for quality of printing, papers, stamps, binding, laminations etcetera and is assessed as true by GMRC administration, a penalty of Rs. 1,000/- (Rupees One Thousand Only) 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.
3. 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.

3. Period of Contract

The initial Contract shall be valid for a period of One Year from to date of award of LOA/ date of Commencement which is further extendable upto one year subject to review and satisfactory performance of the Agency.

4. Performance Guarantee:

The Agency shall deposit Performance Guarantee of 3% of Contract Value in the form of DD, PO, Bank Guarantee or Fixed Deposit from scheduled commercial bank within 21 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 Company Ltd. This Performance Guarantee shall be released only after 90 Days from the date of expiry of the contract.

5. 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.

Signature & Stamp of Bidder (Authorised Person from Bidder)

6. Termination

- I. If the Agency fails to supply items or to provide services satisfactory as prescribed by GMRC, GMRC reserves the right to terminate the contract with agency at any point of time. In no event shall the agency be entitled to any prospective profits or consequential losses because of such termination.
- II. 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.
- III. If Agency does not desire to continue the contract, in such case, it has to give three months notice in advance to the GMRC and its performance guarantee will be seized.
- IV. 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.
- V. 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.
- VI. Any repetition of penalty may be resulted into termination of contract as mentioned in penalty terms and conditions.

7. 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 Co Ltd as and when required.

8. 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.

9. Signing of Agreement

The Tenderer should note that in the event of acceptance of the Tender, the Tenderer will be required to execute the Contract Agreement with in a period of 30 days of submission of Performance Security or 60 days from the date of issue of the Letter of Acceptance whichever is later.

10. Confidentiality:

During the subsistence of contract, the agency may be provided with GMRC's proprietary information such as designs/logos/print-outs and any other documents, embodying or referring to the 'confidential information'. It shall be the property of the GMRC and shall be used solely for assigned purposed and shall be handed over to GMRC upon completion of the Contract/work. The agency should not disclose such information to third parties and endeavor to protect it from being misused by itself as well as third parties. After the completion of the contract the agency shall cease/desist from further using such confidential information.

11. 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.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure – I, Contact & Registration Details

1	Name Address of Firm/Agency/Shop	
	Telephone No. of Owner/Authorized Person	
2	Registration No. of the Firm/ Agency/Shop	
3	Name, Designation, Address and Telephone No. of Authorized Person of Firm / Agency/Shop to deal with	
4	Please specify as to whether Tenderer is sole proprietor / Partnership Firm/Limited Company. Name, Address and Telephone No. of Director / Partners should specified	
5	PAN Card no issued by Income Tax Department	
6	Shop & Establishment Act Registration Certificate	
7	Details of Tender Fees a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	
8	Details of EMD a) Amount	
	b) Instrument No.	
	c) Date of Issue	
	d) Name of Issuing Authority	

Note:

- The Agency is advised to submit necessary supporting documents with reference to details as provided above.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure – II, Experience & Financial Details

(i) Technical Experience.

This Annexure must be supported with original certificates. Refer Section III, Minimum Eligibility Criteria Clause (a), (b) & (c).

SN	Similar Contract description	Contract Identification Number	Award date & Completion date	Employer's Name, address, telephone number, email etc.	Completion cost (in INR)	Value of similar work in completed work (in INR)
1						
2						
3						
4						

Add required number of rows

NOTE:

- Only the value of contract as executed by the applicant/member in his own name should be indicated. Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence (Experience Certificate/Work Completion Certificate on Client's Letter Head will only be considered) which clearly mentioned the amount for "similar Photocopy/Printing" work.
- Separate sheet for each work along with Clients Certificate to be submitted.
- The agency is also required to attach copy of letter of award, completion certificate etc. with respect to the experience claimed by the agency.

(ii) Financial Detail

Description	FINANCIAL YEARS		
	2020-21	2019-20	2018-19
Annual Turnover(in INR)			
Average Annual Turnover(in INR)			
Name of Chartered Accountant (CA)			

Signature & Stamp of Bidder (Authorised Person from Bidder)

Seal & Signature of CA	
Membership No. of CA	
Unique Document Identification (UDI) Number of CA	

Note:

1. The bidder is advised to attach the documentary evidence (i.e. LOA, Completion certificate etc.) along with filled Annexure – II, as mentioned above.
2. The financial data in above prescribed format, Annexure – II shall be certified by Chartered Accountant in original under his signature, stamp and membership number.
3. In case audited balance sheet of the last financial year (i.e. 2020 – 21) is not made available by the agency, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’(Annexure-X). In such a case the financial data of previous ‘2’ audited financial years will be taken into consideration for evaluation.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure – III, Financial Bid

SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity Per Year		Price to be quoted in INR	"A" x "B"
			"A"	"B"		"C"
1	A4 B/W Xerox (On 75 GSM paper)	Page	41284			Calculated by system
2	A4 B/W Xerox (On 100 GSM Paper)	Page	28			Calculated by system
3	A4 B/W Xerox (On 100 GSM Colour Paper)	Page	125			Calculated by system
4	A3 B/W Xerox (On 75 GSM paper)	Page	114			Calculated by system
5	A3 B/W Xerox (On 100 GSM Paper)	Page	984			Calculated by system
6	A3 B/W Xerox (On 100 GSM Colour Paper)	Page	1123			Calculated by system
7	A4 Colour Xerox (On 75 GSM paper)	Page	50510			Calculated by system
8	A4 Colour Xerox (On 100 GSM Paper)	Page	498			Calculated by system
9	A4 Colour Xerox (On 250 GSM Paper)	Page	136			Calculated by system
10	A3 Colour Xerox (On 75 GSM paper)	Page	2990			Calculated by system
11	A3 Colour Xerox (On 100 GSM Paper)	Page	1141			Calculated by system
12	A3 Colour Xerox (On 250 GSM Paper)	Page	239			Calculated by system
13	A4 B/W Print (On 75 GSM paper)	Page	311598			Calculated by system
14	A4 B/W Print (On 100 GSM Paper)	Page	1095			Calculated by system
15	A4 B/W Print (On 100 GSM Colour Paper)	Page	3166			Calculated by system
16	A3 B/W Print (On 75 GSM Paper)	Page	1979			Calculated by system
17	A3 B/W Print (On 100 GSM Paper)	Page	427			Calculated by system
18	A3 B/W Print (On 100 GSM Colour Paper)	Page	516			Calculated by system
19	A4 Colour Print (On 75 GSM Paper)	Page	83608			Calculated by system
20	A4 Colour Print (On 100 GSM Paper)	Page	31163			Calculated by system
21	A4 Colour Print (On 250 GSM Paper)	Page	102			Calculated by system

Signature & Stamp of Bidder (Authorised Person from Bidder)

Tender for Photocopy/Xerox & Related Services at GMRC Offices

SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity Per Year	Price to be quoted in INR	"A" x "B"
			"A"	"B"	"C"
22	A3 Colour Print (On 75 GSM Paper)	Page	844		Calculated by system
23	A3 Colour Print (On 100 GSM Paper)	Page	2054		Calculated by system
24	A3 Colour Print (On 250 GSM Paper)	Page	125		Calculated by system
25	Colour Plotting Print	SQ. FT.	810		Calculated by system
26	12 X 18 Colour Print (On 250 GSM Paper)	Page	799		Calculated by system
27	A4 B/W Scan	Page	9636		Calculated by system
28	F.S B/W Scan	Page	712		Calculated by system
29	A3 B/W Scan	Page	563		Calculated by system
30	A4 Colour Scan	Page	4257		Calculated by system
31	A3 Colour Scan	Page	73		Calculated by system
32	B/W Roller Scan	SQ.FT.	515		Calculated by system
33	Colour Plotting Scan	SQ.FT.	470		Calculated by system
34	CD Writing	Each	25		Calculated by system
35	DVD Writing	Each	25		Calculated by system
36	A4 Lamination 125 GSM	Page	2		Calculated by system
37	A3 Lamination 125 GSM	Page	154		Calculated by system
38	A4 Lamination 250 GSM	Page	291		Calculated by system
39	A3 Lamination 250 GSM	Page	167		Calculated by system
40	12 X 18 Lamination	Page	50		Calculated by system
41	Plan Lamination	SQ. INCH	1000		Calculated by system
42	Roll to Roll Lamination	SQ. INCH	1000		Calculated by system
43	1 - Line Rubber Stamp	No.	10		Calculated by system

Signature & Stamp of Bidder (Authorised Person from Bidder)

Tender for Photocopy/Xerox & Related Services at GMRC Offices

SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity Per Year	Price to be quoted in INR	"A" x "B"
			"A"	"B"	"C"
44	2 – Line Rubber Stamp	No.	51		Calculated by system
45	3 – Line Rubber Stamp	No.	1		Calculated by system
46	4 – Line Rubber Stamp	No.	43		Calculated by system
47	5 – Line Rubber Stamp	No.	3		Calculated by system
48	6 – Line Rubber Stamp	No.	1		Calculated by system
49	7 – Line Rubber Stamp	No.	20		Calculated by system
50	8 – Line Rubber Stamp	No.	3		Calculated by system
51	9 – Line Rubber Stamp	No.	20		Calculated by system
52	10 – Line Rubber Stamp	No.	20		Calculated by system
53	11– Line Rubber Stamp	No.	20		Calculated by system
54	12 – Line Rubber Stamp	No.	20		Calculated by system
55	13– Line Rubber Stamp	No.	20		Calculated by system
56	Rubber Stamp Round	No.	10		Calculated by system
57	Auto Ink Stamp -Type-A (23x63 mm)	No.	5		Calculated by system
58	Auto Ink Stamp -Type-J (20x20 mm)	No.	5		Calculated by system
59	Auto Ink Stamp- Type-R (30x30 mm)	No.	10		Calculated by system
60	Auto Ink Stamp Type-F (12x45 mm)	No.	5		Calculated by system
61	Auto Ink Stamp Type-S (50x50 mm)	No.	10		Calculated by system
62	Auto Ink Stamp Type-T (60x90 mm)	No.	5		Calculated by system
63	Auto Ink Stamp Refilling	No.	10		Calculated by system
64	A4 Spiral Binding (1 – 100 Pages)	Each	381		Calculated by system
65	A4 Spiral Binding (101 – 300 Pages) Jumbo	Each	469		Calculated by system

Signature & Stamp of Bidder (Authorised Person from Bidder)

SN.	Item Description	Unit Of Measurement (UoM)	Approximate Quantity Per Year	Price to be quoted in INR	"A" x "B"
			"A"	"B"	"C"
66	A4 Spiral Binding (301 –500 Pages) Jumbo	Each	379		Calculated by system
67	A4 Spiral Binding (501 –700 Pages) Jumbo	Each	250		Calculated by system
68	A3 Spiral Binding (1 – 100 Pages)	Each	265		Calculated by system
69	A3 Spiral Binding (101 – 300 Pages) Jumbo	Each	80		Calculated by system
70	A4 Combo Binding (1 – 100 Pages)	Each	80		Calculated by system
71	A4 Wire Binding (1 – 100 Pages)	Each	50		Calculated by system
72	A4 Book Binding	Each	518		Calculated by system
73	A3 Book Binding	Each	115		Calculated by system
74	A4 Hard Binding with Perforated	No.	50		Calculated by system
75	Colour Plotting (On Thick Paper)	SQ. FT.	128		Calculated by system
76	Colour Plotting (On Photo Paper)	SQ. FT.	25		Calculated by system
77	Digital Plan Xerox B/W	SQ. FT.	144		Calculated by system
78	Digital Plan Xerox (On Tracing Paper)	SQ. FT.	25		Calculated by system
79	Digital Plan Print B/W	SQ. FT.	374		Calculated by system
80	Digital Plan Print Colour	SQ. FT.	100		Calculated by system
81	Plan Fit Colour Scan	SQ. FT.	144		Calculated by system
"D" = Total of "C"(Excluding GST)					Calculated by system

Note:

1. The Bidder is advised to fill Price bid (per unit) "B" at online portal (n) Procurement , shown in Annexure-III, subsequently system will automatically calculate Amount shown "C".
2. The total Amount "D" will decide L1, which will be sum of "C" 3. The bidder may note that the rate should be without GST / Taxes.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure- V, 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 _____

Dear Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. 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.
3. I/We abide by the provisions of all applicable laws for supplying Photocopy/Xerox items to your esteemed organization.
4. 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 and terminated by any client in India.
5. I/We confirm that we are not involved in any illegal activity and / or has not been charge sheeted for any criminal act during the last three years. I/ We have 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.
6. I/We do hereby undertake that we have not suffered bankruptcy/ insolvency during the last 5 years.
7. It is confirmed and declared that we, or any of our associate, have not been engaged in any fraudulent and corrupt practice and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract and no agency commission or any payment which may be construed as an agency commission has been or will be, paid and that the tender price will not any such amount.
8. We here by confirm that, we have downloaded / read the complete set of tender documents along with the set of enclosures hosted on e-tendering portal <https://gmrc.nprocure.com>. We confirm that we have gone through the bid documents for this work placed upto the date of opening of bids on the e-tendering portal [<https://gmrc.nprocure.com>]. We confirm our unconditional acceptance for the same and have considered for these in the submission of our financial bid.

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

Note:

1. The above mentioned submission must be in ORIGINAL.

Signature & Stamp of Bidder (Authorised Person from Bidder)

ANNEXURE VII
FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK

(To be stamped in accordance with the Stamp Act of the Country of Issuing Bank)

To,

The Managing Director
[Attn: Sr. DGM (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
Corporate Identification No (CIN): U60200GJ2010SGC059407

WHEREAS _____ (Name and address of the Agency) (hereinafter called “the Agency”) has undertaken, in pursuance of LOA No.: _____ for Photocopy/Xerox & related services at GMRC offices (hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by the Client in the said Contract that the Agency shall furnish the Client with a Bank Guarantee from an Indian Scheduled Bank (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule for the sum specified herein as security its due and faithful performance of its obligations in accordance with the Contract.

AND WHEREAS we _____ [Insert name and address of Bank] having registered office at _____ and having the branch at _____ (herein after referred to as the “Bank”), which expression shall unless repugnant to the context of the meaning thereof, include its successors, administrators, executors and assigns do hereby agree to give the Agency such a Bank Guarantee.

NOW THEREFORE

1. We hereby affirm that we are the Guarantor and responsible to the Client, on behalf of the Agency up to a total of INR _____/- (Indian Rupees _____ Only), such sum being payable in the types and proportion of currencies in which the Contract Price is payable and we hereby unconditionally, irrevocably and without demur undertake to immediately pay at Gandhinagar / Ahmadabad Branch to the Client, upon its first written demand and without cavil or argument any sum or sums within the limits of INR _____/- (Indian Rupees _____) as aforesaid without the Client needing to prove or to show grounds or reasons for its demand for the sum specified therein.
2. The Client shall have full rights whatsoever to encash this Bank Guarantee at any time during the validity of the guarantee and the Agency shall have no right or claim whatsoever in the matter of encashment of the Bank Guarantee amount by the Client and any disputes / claim whatsoever in this regard shall only be settled by means of arbitration as provided for in the Contract and the Client’s decision as to what amount is due to the Client from the Bank against the guarantee and as to Agency has committed breach of contract or not,

Signature & Stamp of Bidder (Authorised Person from Bidder)

shall be final and binding on the guarantorBank and the Agency shall have no right to interfere with the same and the Bank shall have full rights in terms of the guarantee to make immediate payments against the Bank Guarantee to the Client without the consent of the Agency and without referring the matter to the Agency.

3. The Bank further agrees that the Client shall be the sole judge as to whether the Agency is in default in due and faithful performance of its obligations during the Contract Period under the Contract and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any differences between the Client and the Agency, or any dispute between them pending before any court, tribunal, arbitrators or any other authority or body, or by the discharge of the Agency for any reason whatsoever.
4. In order to give effect to this Guarantee, the Client shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/or the Bank, whether by way their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Guarantee.
5. It shall not be necessary, and the Bank hereby waives any necessity, for the Client to proceed against the Agency before presenting to the Bank its demand under this Guarantee.
6. The Client shall have the liberty, without affecting in any manner the liability of the Bank under this Guarantee, to vary at any time, the terms and conditions of the Contract or to extend the time or period for the compliance with, fulfilment and/or performance of all or any of the obligations of the Agency contained in the Contract or to postpone for any time, and from time to time, any of the rights and powers exercisable by the Client against the Agency and either to enforce or forbear from enforcing any of the terms and conditions contained in the Contract and/or the securities available to the Client, and the Bank shall not be released from its liability and obligations under these presents by any exercise by the Client of the liberty with reference to matters aforesaid or by reason of time being given to the Agency or any other forbearance, indulgence, act or omission on the part of the Client or of any other matter or thing whatsoever which under any law relating to the sureties and guarantors would but for this provision have the effect of releasing the Bank from its liability and obligations under this Guarantee and the Bank hereby waives all of its rights under any such law.
7. This Guarantee is in addition to and not in substitution of any other guarantee or security now or which may hereafter be held by the Client in respect of or relating to the Contract or for the fulfilment, compliance and/or performance of all or any of the obligations of the Agency under the Contract.
8. Courts at Ahmedabad/Gandhinagar, Gujarat, India shall have exclusive jurisdiction for contesting legal cases arising out of encashment of the Guarantee.
9. The Performance Security should be valid up to 90 days after “the date of completion of work”. The Client will issue the certificate of completion of work. Further, if the date of commissioning / completion is extended, for whatsoever reason, the Bank Guarantee for Performance shall be suitably extended at the Agency’s cost in order to meet the validity period as and when required. The pendency of any dispute or arbitration or other proceedings shall not affect this Guarantee in any manner.
10. The Bank undertakes not to revoke this Guarantee during its currency, except with the previous express consent of the Client in writing and declares and warrants that it has the power to issue this Guarantee and the undersigned has full powers to do so on behalf of the Bank.

Signature & Stamp of Bidder (Authorised Person from Bidder)

11. Any notice by way of request, demand or otherwise hereunder may be sent by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of the Client that the envelope was so posted shall be conclusive.

12. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR _____ (Indian Rupees ***** only). The Bank shall be liable to pay at either Gandhinagar or Ahmedabad Branch (mention complete Branch Address of Bank in Gandhinagar / Ahmedabad where guarantee will be payable) the said amount or any part thereof only if the Client serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [(indicate date)]

The guarantee is issued by Mr./Ms. _____ who is/are authorised by the Bank.

SIGNATURE AND SEAL OF THE GUARANTOR _____

NAME OF BANK -----

ADDRESS -----

DATE -----

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure – VII, Check list

Technical Bid Documents as mentioned in below table to be submitted along with check list

Sr No.	Document to be Submitted (i.e. Technical Bid)	Yes or No
1	Technical Bid	
a.	Envelope – 1 (i.e. Tender fees and Undertaking of Tender Security)	
b.	Envelope – 2 (i.e. Qualification cum Technical Bid)	
c.	Signed & stamped copy of the agency's registration with all concerned Govt. authority (Register of Companies etc.) along with the signed and stamped each page of tender document as token of acceptance of all the terms & condition of the entire tender.	
d.	Signed & stamped copy of PAN card and TAN 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-I	
e.	Board Resolution, MoU & Power of Attorney in favour of authorized signatory on behalf of the Agency.	
f.	Signed & stamped copy of GST registration number and GST return data of last 3 months.	
g.	Signed & Stamped copy of valid Registration of Agency under Shop & Establishment Act.	
h.	Proof of Annual turnover of last three financial year supported by audited P&L statement or Balance sheet copy or CA certificate of the turnover.	
i.	Signed & stamped copy of the latest IT return of last 5 years filed by agency	
j.	Experience Certificates with summary in tabulated form - List with documents from the concerned organizations on its letterhead along with necessary contact details; and a satisfactorily work completion certificate to be provided compulsorily. Refer notes in Clause b) of Minimum Eligibility Criteria.	
k.	Annexure-I (Contact Details – filled by Each Applicant) Annexure II (Experience and Financial Details), Annexure-III (Financial Bid) Annexure-V (Undertaking) Annexure-VII (Check List) Annexure-VIII (Form of the Tender) Annexure-IX Annexure-X	
l.	Annexure IV (Undertaking of Tender Security)	
m.	Annexure VI (Performance Guarantee)	
n.	Envelope – 3 (i.e. Unfilled Signed and Stamped Tender Document)	

Note :

1. The bidder are advised to submit the Envelope –2 in spiral / binder book with index, page numbering, sign and stamp on each and every page of the Bid.
2. 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 (Authorised Person from Bidder)

FORM OF TENDER- Annexure- VIII

(Under as per Clause 1.1.3)

We hereby jointly and severally certify in accordance with clause '9.a' of the Order no. P-45021/2/2017 – PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018 as amended from time to time (till date of submission of tender), that the item(s) offered meets the minimum local content of 90% (as specified in Clause 1.1.3.1 of NIT). The details including name of vendor, location and percentage of local content is enclosed as Appendix-IX.

We acknowledge that false declaration by the tenderer regarding local value addition including payments to be made to their vendors for local value addition shall be treated as a fraudulent practise of this tender for which the tenderer or its successor can be debarred for a period upto three years along with such other actions as may be permissible under the law.

In cases of procurement for a value in excess of Rs. 10 crores, we also undertake to submit a certificate from statutory auditor or cost auditor of the company (in the case of companies) or from a practising cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content, in accordance with clause '9.b' of the Order no. P-45021/2/2017-PP (BE-II) of Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade (DPIIT) {formerly Department of Industrial Policy and Promotion (DIPP)}, Government of India dated 28.05.2018, after completion of works to the Engineer.

STAMP & SIGNATURE IF AUTHORIZED SIGNATORY

Note:

1. This appendix need to be submitted only if bidder wants to avail the purchase preference as specified in Clause 1.1.3.1 ix of NIT.
2. The undertaking shall be signed by authorized signatory of the tenderer.

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure- IX

Performa for Submission of the List of the Goods, Works & Services Tentatively Proposed to be Offered with Local Value Addition

S.No.	Description of Items (Goods/Works/Services)	Vendor	Location	% of Local content

Signature & Stamp of Bidder (Authorised Person from Bidder)

Annexure- X

(Affidavit for Unaudited Balance Sheet)

(On a non-judicial stamp paper of appropriate value)

(To be filled by the bidder* in case their Balance Sheet for F.Y. 2020-2021 has not been audited. If the Balance sheet for F.Y. 2020-21 has been audited then the bidder need not to fill this form or may simply write “NOT APPLICABLE”)

I,..... (Name and designation of Authorised signatory)
of.....(Name of
Company/Firm/Proprietorship/Partnership)hereby confirm that the Balance sheet for Financial year i.e. **F.Y. 2020-21** has actually not been audited/ or under finalization so far.

Signature of authorized signatory on behalf of Tenderer

Signature & Stamp of Bidder (Authorised Person from Bidder)