



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

Tender No. GMRC/O&M/PRINTING & OTHER RELATED WORKS/2022

Date: 24-03-2022

**“TENDER FOR PROVIDING PRINTING, PHOTOCOPY(XEROX) & RELATED WORKS FOR O&M  
WING OF GMRC”**

***TENDER DOCUMENT Comprises of:***

- ***Section I: Notice Inviting Tender***
- ***Section II: Printing, Xerox and other related works***
- ***Section III: Minimum Eligibility Criteria***
- ***Section IV: Tendering Process***
- ***Section V: Instruction to Bidder***
- ***Section VI: Terms and Conditions of Contract***
- ***Annexure – I to XI***



**Issued by**

**Gujarat Metro Rail 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](http://www.gujaratmetrorail.com)

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – I, NOTICE INVITING TENDER

**Press Notification:**



**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/O&M/PRINTING & OTHER RELATED WORKS/2022**

**Date: 24-03-2022**

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

Tender Name	Tender Fees
"Tender for Providing printing, Photocopy(Xerox) & Related works for O&M wing of GMRC"	INR 5,000/-

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 18-04-2022.

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](http://www.gujaratmetrorail.com) without any obligation or press notification or other proclamation.

**Managing Director  
GMRC, Gandhinagar**

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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, **“Tender for Providing printing, Photocopy(Xerox) & Related works for O&M wing of GMRC”**

**1.1.2 Key details :**

The details of the tenders are as follows:

A. Tender No.	GMRC/O&M/PRINTING & OTHER RELATED WORKS/2022
B. Name of Work	“Tender for Providing printing, Photocopy(Xerox) & Related works for O&M wing of GMRC”
C. Approximate cost of work	INR 30.53 Lakh (Exclusive all taxes)
D. Tender Fees	INR 5000/-  [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/Ahmedabad.
E. Tender Security/Earnest Money Deposit	Amount of Tender Security:- INR 61,100/- (Refundable)  [Demand Draft /Banker’s cheque/ Pay Order/Bank Guarantee/FD drawn on a Scheduled Commercial Bank based in India and should be in favour of “GUJARAT METRO RAIL CORPORATION (GMRC) LIMITED” payable at Gandhinagar/Ahmedabad.
F. Last Date and time of submission of E-Tender	18-04-2022, 15:00 Hrs  <ul style="list-style-type: none"> <li>Financial Bid is to be filled up on the online portal <a href="https://gmrc.nprocure.com">https://gmrc.nprocure.com</a> as mentioned in financial bid submission <a href="https://gmrc.nprocure.com">https://gmrc.nprocure.com</a> as mentioned in financial bid submission</li> <li>Technical Bid is to be submitted physically at the address mentioned below &amp; is also to be uploaded online at <a href="https://gmrc.nprocure.com">https://gmrc.nprocure.com</a> There shall be no change in technical bid submitted online &amp; in physical form. In case of</li> </ul>

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	any change, then the submission made online will be considered for evaluation.
G. Opening of Technical Bid	On the last day of submission of Filled-In Technical Bid (as mentioned above) at 15:30 hrs.
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, 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	180 days from its submission date
K. Bid Security Validity	180 + 60 = 240 days from the last date of submission of technical bid.
L. Security deposit / Performance Guarantee	3% of accepted value of work (LOA)
M. Contract period	One year from the date of final award of contract further extendable to one year subject to review and satisfactory performance of the Agency.

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

### 1.1.3.1 Eligible Applicants

#### (A) 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

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issued by Department for Promotion of Industry and Internal Trade (DPIIT).

- iv. 'Non - Local supplier' means a supplier or service provider, whose goods, services 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.
- ii. 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.
- iii. 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.
- iv. 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.
- iv. 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.

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**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 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-X and Annexure-XI of tender document duly filled to be uploaded along with the technical bid. In case, bidder do not upload/submit Annexure-X and Annexure-XI of tender document 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.

**(B) 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

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- (f). A natural person who is a citizen of such a country; or
- (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](http://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

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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](mailto:snehal.shah@gujaratmetrorail.com)

- (4) The Tender Document comprises of following documents;
- Section – I, Notice Inviting Tender
  - Section – II, Detail of Printing, Xerox and other related works
  - Section – III, Minimum Eligibility Criteria
  - Section – IV, Tendering Process
  - Section – V, Instruction to Bidder
  - Section – VI, Terms and Conditions of Contract
  - Annexure – I to XI
- (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 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](mailto:snehal.shah@gujaratmetrorail.com), Telephone +91 79 23248572, Extension 527

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## Section – II, DETAILS OF PRINTING, XEROX AND OTHER RELATED WORKS FOR O&amp;M WING OF GMRC.

Sl. No.	Item Description				UoM	Approx. Quantity Requirement "A"
	Paper Size	Paper Type	Print Colour	Side of Printing		
1	<b>Printing Works</b>					
1.1	A1 Size	White Paper (80 GSM)	Black & White	Single Side Printing	Nos. of Page	50
			Multi-Colour	Single Side Printing	Nos. of Page	50
1.2	A3 Size	White Paper (80 GSM)	Black & White	Single Side Printing	Nos. of Page	1000
				Double Side Printing	Nos. of Page	3266
			Multi-Colour	Single Side Printing	Nos. of Page	2240
				Double Side Printing	Nos. of Page	4350
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	Nos. of Page	3000
		1.3	A4 Size	White Paper (80 GSM)	Black & White	Single Side Printing
Double Side Printing	Nos. of Page					79674
Multi-Colour	Single Side Printing				Nos. of Page	550
	Double Side Printing				Nos. of Page	20250
White Paper (70 GSM)	Black & White			Single Side Printing	Nos. of Page	10193
				Double Side Printing	Nos. of Page	191563
	Multi-Colour			Single Side Printing	Nos. of Page	5050
				Double Side Printing	Nos. of Page	37310
White Paper (60 GSM)	Black & White			Single Side Printing	Nos. of Page	39450
				Double Side Printing	Nos. of Page	52600
Colour Foil Paper (70 GSM)	Black & White			Single Side Printing	Nos. of Page	28900
				Double Side Printing	Nos. of Page	195300

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			Multi-Colour	Single Side Printing	Nos. of Page	100
				Double Side Printing	Nos. of Page	100
		Colour Foil Paper (60 GSM)	Black & White	Single Side Printing	Nos. of Page	7250
			Multi-Colour	Single Side Printing	Nos. of Page	8000
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	Nos. of Page	59400
			Multi-Colour	Double Side Printing	Nos. of Page	5225
1.4	A5 Size	White Paper (80 GSM)	Black & White	Single Side Printing	Nos. of Page	510
				Double Side Printing	Nos. of Page	42200
			Multi-Colour	Double Side Printing	Nos. of Page	12185
		White Paper (60 GSM)	Black & White	Single Side Printing	Nos. of Page	100
			Multi-Colour	Single Side Printing	Nos. of Page	14400
		Colour Foil Paper (70 GSM)	Multi-Colour	Single Side Printing	Nos. of Page	6400
		Colour Foil Paper (60 GSM)	Multi-Colour	Single Side Printing	Nos. of Page	17600
				Double Side Printing	Nos. of Page	24000
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	Nos. of Page	24000
			Multi-Colour	Single Side Printing	Nos. of Page	1000
1.5	A6 Size	White Paper (80 GSM)	Multi-Colour	Double Side Printing	Nos. of Page	6000
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	Nos. of Page	1000
			Multi-Colour	Double Side Printing	Nos. of Page	600
1.6	A7 Size	White Paper (60 GSM)	Multi-Colour	Double Side Printing	Nos. of Pages	96000
1.7	Legal Size	Ledger Paper (80 GSM)	Black & White	Double Side Printing	Nos. of Page	24800
2	<b>Photocopy (Xerox) Works</b>					
	<b>Paper Size</b>	<b>Paper Type (Output Paper)</b>	<b>Xerox Colour</b>	<b>Side of Xerox</b>		
2.1	A3 Size	White Paper (80 GSM)	Black & White	Single Side Xerox	Nos. of Page	265

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				Double Side Xerox	Nos. of Page	2800
			Multi-Colour	Single Side Xerox	Nos. of Page	250
				Double Side Xerox	Nos. of Page	250
2.2	A4 Size	White Paper (80 GSM)	Black & White	Single Side Xerox	Nos. of Page	1025
				Double Side Xerox	Nos. of Page	5000
			Multi-Colour	Single Side Xerox	Nos. of Page	1000
				Double Side Xerox	Nos. of Page	1500
3	<b>Cover Page Works</b>					
	<b>Cover Page Size</b>	<b>Cover Page Paper Type</b>	<b>Cover Page Print Colour</b>	<b>Brief Description</b>		
3.1	A3 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	Nos. of Set (Front & Back Cover)	117
3.2	A4 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	Nos. of Set (Front & Back Cover)	2132
3.3	A5 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	Nos. of Set (Front & Back Cover)	620
3.4	A6 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	Nos. of Set (Front & Back Cover)	116
4	<b>Binding Works</b>					
	<b>Type of Binding</b>		<b>Size of Booklet</b>			
4.1	Spiral Binding		A3 Size of Booklet		Nos. of Booklet	106
			A4 Size of Booklet		Nos. of Booklet	562
4.2	Side Pin Soft Binding		A3 Size of Booklet		Nos. of Booklet	50
			A4 Size of Booklet		Nos. of Booklet	1125
			A5 Size of Booklet		Nos. of Booklet	450
			A6 Size of Booklet		Nos. of Booklet	110
4.3	Gatta Binding (Hard Cover)		A3 Size of Booklet		Nos. of Booklet	145

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		A4 Size of Booklet	Nos. of Booklet	5180		
		A5 Size of Booklet	Nos. of Booklet	454		
		Legal Size of Booklet	Nos. of Booklet	60		
4.4	One Sided Gatta Binding (One side soft cover & another side hard cover)	A3 Size of Booklet	Nos. of Booklet	75		
		A4 Size of Booklet	Nos. of Booklet	356		
		A6 Size of Booklet	Nos. of Booklet	10		
		A7 Size of Booklet	Nos. of Booklet	480		
4.5	Canvas Binding	Legal Size of Booklet	Nos. of Booklet	64		
5	<b>Lamination Works (Paper/Document)</b>					
	<b>Quality of Lamination</b>		<b>Size of Lamination</b>			
5.1	125 GSM	A3 Size of Paper	Nos. of Page	179		
		A4 Size of Paper	Nos. of Page	450		
5.2	250 GSM	A3 Size of Paper	Nos. of Page	184		
		A4 Size of Paper	Nos. of Page	460		
6	<b>Pamphlets Printing</b>					
	<b>Pamphlet Size</b>	<b>Paper Type</b>	<b>Print Colour</b>	<b>Side of Printing</b>		
6.1	A4 Size Pamphlet	170 GSM Glossy paper	Multi-Colour	Single Side Printing	Nos. of Pamphlets	3100
				Double Side Printing	Nos. of Pamphlets	3000
6.2	A5 Size Pamphlet	170 GSM Glossy paper	Multi-Colour	Single Side Printing	Nos. of Pamphlets	5000
				Double Side Printing	Nos. of Pamphlets	5000
7	<b>Signage Printing &amp; Installation Works</b>					
7.1	Vinyle Printed Adhesive Sticker			Sq. Ft.	275	
7.2	Reflective Sticker			Sq. Ft.	330	
7.3	Radium Sticker			Sq. Ft.	180	
7.4	Customized Plotter Cut Sticker (Reflective)			Sq. Inch	13248	
7.5	EcoSolvent printed Transparent Sticker			Sq. Ft.	1365	

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7.6	Vinyle Printing on Foam Sheet (3 mm Thick ) with Fixing arrangement (Matte/Glossy Finish)	Sq. Ft.	815
7.7	Vinyle Printing on Foam Sheet (5 mm Thick) with Fixing arrangement (Matte/Glossy Finish)	Sq. Ft.	1345
7.8	Flex Printed Material with Metallic Stand	Sq. Ft.	500
7.9	Flex Printed Material with Wooden Frame	Sq. Ft.	100
7.10	Lamination of Poster/Sticker/Metallic/Acrylic Plate	Sq. Ft.	3150
7.11	Vinyle Printed Sticker on 4 mm thick Metallic Plate (ABS Plate)	Sq. Ft.	110
7.12	Vinyle Printing on 3 mm thick Acrylic Plate	Sq. Ft.	96
7.13	EcoSolvent vinyle Printing on 2 mm thick Metallic Plate (ABS Plate)	Sq. Ft.	48
7.14	Installation of Printed plate (Wall Mounting parallel to wall surface)	Nos.	140
7.15	Installation of Printed plate (Wall Mounting perpendicular to Wall)	Nos.	130
7.16	Installation of Printed plate (Ceiling suspended type)	Nos.	75
7.17	Wooden Frame for Poster/Sticker/Flex	Sq. Ft.	225
<b>8</b>	<b>Stamp Making Works</b>		
	<b>Shape of Stamp</b>	<b>Type of Stamp</b>	
8.1	Circular	Rubber Stamp	Sq. Inch 75
		Self-Ink Stamp	Sq. Inch 86
8.2	Rectangular Stamp	Rubber Stamp	Sq. Inch 19
		Self-Ink Stamp	Sq. Inch 30
<b>9</b>	<b>Miscellaneous Printing Related Works</b>		
9.1	Perforation of pages (all types of pages)	per 100 No of Pages	3010
9.2	Numbering of pages (all types of pages)	per 100 No of Pages	5930
9.3	Colour Plotting (on Thick Paper)	Sq. Feet	10
9.4	Colour Plotting (On Photo Paper)	Sq. Feet	10
9.5	Visiting Card on 300 GSM Paper (Size: 90 mm x 54 mm)	Nos.	900

Note:

1. The quantity as mentioned above of printed stationary item are estimate only. This may increase or decrease.
2. The payment will be made as per actual.

Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – III, MINIMUM ELIGIBILITY CRITERIA

1. The bidder shall be **Stationed locally** by a dedicated branch or through registered office/shop/firm in Ahmedabad/ Gandhinagar for **minimum last three years** as a Supplier of Printing, Photocopy (Xerox) and other related works under **Shop & Establishment Act**. The details to be filled in Annexure – I.
2. Bidders should possess a minimum of three (3) years of experience for similar kind of services of providing supply Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work in Ahmedabad/ Gandhinagar. The experience details shall be filled in the format provided in Annexure II (A) along with work completion certificate.
3. The submission in JV / Consortium is not allowed.
4. 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 of tender submission as given below:
  - (i) At least one “similar work”\*\*of value of Rs.24.42 Lacs  
OR
  - (ii) Two “similar works” \*\*each of value of Rs.15.26 Lacs  
OR
  - (iii) Three “similar works”\*\*each of value of Rs.12.21 Lacs

\*\* supply of Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work to State Government or Central Government or PSUs or Limited Company or Private Company.

The similarity and suitability of the experience shall be assessed by GMRC on the basis of documentary proof furnished by Bidders. The tenderer shall attached the details of work executed by them in the Performa prescribed in Annexure II (A). Non-Submission or missing of any documentary evidence shall be liable for Bid rejection.

5. **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.24,42,400/- (Indian Rupees:Twenty four Lakh Forty Two Thousand Four Hundred Only)** per year from providing similar work “supply of Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work.” The Turn Over must be certified by the Statutory Auditor/Chartered Accountant.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

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'. In such a case the financial data of previous '2' audited financial years will be taken into consideration for evaluation.

**6. 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.

**Notes:**

1. The Bidder are advised to submit his Bid (i.e. Technical Bid in Physical) in spiral / binder book with index, page numbering, sign and stamp on each and every page and should also upload in Nprocurement site.
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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Signature & Stamp of Bidder (Authorised Person from Bidder)



## Section – IV, 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/ Gandhinagar and engaged in the business of supply of Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work as per the requirements for GMRC's office for the period of one year and further extendable to one year if the performance of the Agency is found satisfactory.

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

### **Technical Bid (Physical & Online 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 superscribing 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 be marked as “Tender Fees and Tender Security/EMD”,

**Envelope – 2**, should be 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 be 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 Proforma / Envelope to be mentioned clearly in words Envelope – 1, “Tender Security/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 be placed in a single cover clearly written on the top as “**Tender for supply of Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work**” which should be submitted 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.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

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 **3% of Contract Value** to be drawn in favour of **“Gujarat Metro Rail Corporation (GMRC) Limited”** and payable at Gandhinagar/Ahmedabad within 21 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 - 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.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – V, INSTRUCTION TO BIDDERS

### **1) ONE BID PER BIDDER:**

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

### **(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 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 / (n)Procurement website and these amendments will be abiding to the bidders. Bidders are advised to visit GMRC / (n)Procurement 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 Ltd. may at its discretion extend the timeline for submission of bid suitably.

### **(5) VISIT TO OFFICES / SITE OFFICES:**

The bidder is required to provide of Printing/Photocopy (Xerox) works, Cover Page works, Binding works, Lamination works in different size, colour and quality of paper, Signage Printing works, Stamp making works and other miscellaneous associated work at GMRC O&M wing. However, in case, if required GMRC may request existing successful agency to provide above subject Items other stations / office etcetera of GMRC. Hence, the bidder is advised to visit all these venues and acquaint himself/herself with the Supply System. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has visited to GMRC offices.

### **(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/company, 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:**

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

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Signature & Stamp of Bidder (Authorised Person from 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) Refer: Section IV (technical bid – physical & online form)**

**(11.2) Tender Fee and Tender Security/Earnest Money Deposit (EMD)**

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

**Tender Security/EMD** of Rs.61,100/- (Rupees : Sixty One Thousand One Hundred Only) in the form of Demand Draft / Pay-Order / Fixed Deposit / Bank Guarantee to be drawn in favour of “Gujarat Metro Rail Corporation (GMRC) Limited”, payable at Gandhinagar/Ahmedabad on or before the last date and time of submission. For FD/BG, validity must be for 240 days (180 + 60 days) from the last date of bid submission.

(11.3) Technical bid without Tender Security, Tender fees shall be summarily rejected.

(11.4) EMD of the unsuccessful bidders will be returned to them after Issue of LOA 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-VII:**

- a. 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/any other firm and if partnership firm/company, names addresses and telephone numbers of all Directors/Partners along with **Annexure-I**
- b. Signed & stamped copy of valid Registration Number of Agency under Shop & Establishment Act.
- c. Signed & stamped copy of GST registration number and GST return data of last 3 months.
- d. 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.
- e. 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-II**; and a satisfactorily work completion certificate to be provided compulsorily.
- f. **Annexure-V (Undertaking)**

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Signature & Stamp of Bidder (Authorised Person from Bidder)

**(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- III**

**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](mailto:nprocure@ncode.in)

**TOLL FREE NUMBER : 7359 021 663**

**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 L: 079 – 66743289/ 66743300 / 200**

Email Id :	<a href="mailto:dscsupport@ncode.in">dscsupport@ncode.in</a>
	<a href="mailto:dscsales@ncode.in">dscsales@ncode.in</a>

**DSC Support Toll Free Number: 1800 - 419 - 4455**

(12.1) The financial bid submitted by bidder shall remain valid and open for acceptance 180 days from the date of bid submission.

(12.2) Bid Prices:

The Bidder shall quote above/below/at par of total estimated cost in percentage (in Figure) in Financial Bid (Annexure-III). Bidder shall fill/quote value up to two decimal places only. Bidder shall also mention their quoted value in words in Financial Bid (Annexure-III). In case difference between value in Figure and in words, value quoted in Words will be Final. Bidder shall have to quote for the entire contract on Rate Contract basis. Value above/below/at par in percentage quoted by bidder will be applicable to the rates of all items mentioned in column "B" of Financial Bid (Annexure-III).

Bid Offer Covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Providing Printing works, Photocopy (Xerox) and Related Works at GMRC. This includes all the liabilities of the Bidder to deliver items at GMRC's Depot, Offices of GMRC and station located at Ahmedabad/ Gandhinagar.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

(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 items. 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) deleted.

(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) To assist in the examination, evaluation and comparison of Financial Package, the GMRC may ask Tenderers individually for clarification of their tenders, including breakdowns of prices. The request for clarification and the response shall be in writing or by Tele-fax, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm correction of arithmetical errors discovered by the Engineer/ Employer during the evaluation of tenders.

(13.5) Financial bids of only the technically qualified bidders will be opened online.

(13.6) It may be noted that Non-submission of Tender fees & Tender Guarantee will liable to reject the tender submission.

**(13.7) Overall L1 will be decided as mentioned below with reference to Annexure-III,**

The Bidder shall quote above/below/at par of total estimated cost in percentage (in Figure) in Row No. 12 of Financial Bid (Annexure-III). Bidder shall fill quote value up to two decimal places only. Bidder shall also mention their quoted value in words in Row No. 13 of Financial Bid (Annexure-III). In case difference between value in Figure and in words, value quoted in Words will be Final. Bidder shall have to quote for the entire contract on Rate Contract basis. Value above/below/at par in percentage quoted by bidder will be applicable to the rates of all items mentioned in column "B" of Financial Bid (Annexure-III).

In case, two or more agencies quoting the same percentage of margin, then the agency having highest average annual turnover will be preferred for award of work.

Bid Offer Covers Bidder's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Providing Printing works, Photocopy (Xerox) and Related Works at GMRC. This includes all the liabilities of the Bidder to deliver items at GMRC's Depot, Offices of GMRC and station located at Ahmedabad/ Gandhinagar.

**(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 3% of Contract value 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 on suitable stamp and after that EMD will be released.

(14.4) 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.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

**(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 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 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) 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 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.

**(18) MISCELLANEOUS:**

(18.1) 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.

(18.2) 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 not 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.

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

(18.4) 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.

(18.5) Bidder, who desire to avail further clarification in any aspect of the mentioned tender may submit query on clarification at [snehal.shah@gujaratmetrorail.com](mailto:snehal.shah@gujaratmetrorail.com) within 7 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.7 days from the date of issuance shall not be considered in any case.

(18.6) 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.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Section – VI, TERMS & CONDITIONS OF CONTRACT:

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

### 1. EMPLOYER'S REQUIREMENT

- i GMRC reserves the rights to assess and to decide the quality of paper, printed material, laminations, binding, stickers, stamps, metallic & acrylic plates or any other work/material supplied by agency. Inferior quality if found by GMRC officials shall be rejected and all the expenses will be borne by agency only.
- ii 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.
- iii All the liabilities which may arise under the prevailing government acts related to these services will have to be fulfilled by the agency.
- iv Agency shall deliver all the required items to offices of GMRC at free of cost, no extra charges will be paid towards the delivery. Any other charges for Packaging & Forwarding shall also not be paid. It Shall be responsibility of successful bidder to deliver the materials at GMRC Premises well in time irrespective of the quantity of materials.
- v To carry out some of the works, agency may be required to pick material/papers/files etc. from GMRC's offices/stations/depots. Agency shall arrange such pickup and delivery of required work at free of cost.
- vi 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 any machines involved in work 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.
- vii The requirement of Printing Works may vary from time to time as per requirement of GMRC. GMRC reserves the right **to increase or decrease the quantity of any line items in the schedule of requirements mentioned in Bill of Quantity** without any change in unit price as quoted by agency during the contract period which shall be abiding by agency.
- viii The agency shall proceed with its functions/work in accordance with T&C. 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.
- ix The agency will be instructed every time in writing by E-Mail to provide material/service/work as per requirement under obligation of this contract by designated office of GMRC. Agency shall be liable to provide material/service/work within 5 days from date of receiving of written instruction from such designated office. Agency will be informed about designated office to receive written instruction related work execution.
- x 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 General Manager/O&M, GMRC Ltd. and the owner of agency.

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Signature & Stamp of Bidder (Authorised Person from Bidder)



## 2. Special conditions of contract

SCC Clause	Description
1	<b>Contract Agreement</b> 1.1 The format of Contract Agreement as given in ITT.
2	<b>General Obligations</b> 2.1 Employer will not provide any site/area of works to the contractor to carry out work under his contract. Contractor shall have to prepare/arrange work as per requirement of employer at their own space/site/shop and readily available works/material under the obligations of this contract are required to be delivered at designated locations of GMRC. However, facilities (such as Electricity required to carry out work) required for installation related works under the obligations of this contract will be provided to the contractor.
3	<b>Duties &amp; Authorities of the Engineer</b> 3.1 following are additional authorities of the Engineer (i) Shall watch and examine the Quality of supplied works, material, Workmanship. (ii) Shall issue any instruction to the contractor, which in their opinion seems necessary for execution of contract. (iii) Shall impose penalties as mentioned in SCC Clause 9
4	<b>Variation</b> 4.1 GMRC reserves the right at the time of award of the contract or during the contract period to <b>increase or decrease the quantity of any line item</b> in the schedule of requirements without any change in unit price quoted by bidder which shall be abiding by bidder.
5	<b>Contract Price &amp; Payment</b> 5.1 Percentage (Above/Below/At Par) quoted by bidder will be applied to the rates mentioned in Bill of quantity for each line item. Payment to the contractor will be done against monthly RA bills submitted by contractor for the work supplied by contractor during the month. RA bills duly signed by authorized person in Original & Duplicate, for each month shall be submitted by 7 <sup>th</sup> Day of next month along with Signed and Stamped copy of delivery challans. 5.2 No advance shall be payable to contractor under the obligation of this contract.
6	<b>Sub-Contractor</b> 6.1 The Contractor 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	<b>Extension of Contract Period</b> 7.1 The initial Contract shall be valid for a period of One Year from the date of issuance of Letter of Award (LOA) to successful bidder or Date of commencement of work mentioned in LOA, which is further extendable to one-year with same terms & conditions of this contract subject to review and satisfactory performance of the Agency.
8	<b>Conditions leading to termination of contract</b> (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.

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	<p>(iii) 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.</p> <p>(iv) In addition to the any provision of this contract, GMRC can terminate the contract without providing any reason to the agency by giving one month notice in advance. No compensation shall be paid to the agency for the residual period after the cancellation of contract.</p> <p>(v) If any repetitive incidents occur by the agency which is mentioned under “deduction for exceptions/penalties”, 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.</p> <p>(vi) Any repetition of penalties mentioned in Clause 9 of Special Conditions of Contract, may result into termination of contract.</p>
<p style="text-align: center;"><b>9</b></p>	<p><b>Penalties</b></p> <p>9.1 Any lapses in the providing Printing, Photocopy (Xerox) &amp; Related works mentioned in BOQ 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 agency. Few of penalty conditions are mentioned below.</p> <p>(i) In case of failure to provide Printing, Photocopy (Xerox) &amp; Related works 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.</p> <p>(ii) If agency fails to provide alternate arrangement in case of sudden shortage of material, manpower, machinery or any other items, which result delay in supply of material/work/services under this tender beyond permissible time of delivery as mentioned in Employer’s Requirement (Section VI, Clause 1 (ix),) a penalty of Rs. 500 per day up to maximum of Rs. 5,000 for each such incident 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.</p> <p>(iii) In case of any complaint is received from GMRC officials attributable to quality of printing, papers, lamination, binding, metallic &amp; acrylic plates, stickers etcetera and is assessed as true by GMRC administration, a penalty of Rs. 2,500 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.</p> <p>(iv) 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.</p> <p>9.2 However, Total Penalty amount shall not exceed 10% of Contract value.</p> <p>9.3 Imposition of any penalty does not relive agency from any of the obligations under this contract.</p>
<p style="text-align: center;"><b>10</b></p>	<p><b>Miscellaneous Terms &amp; Conditions</b></p> <p>10.1 The GMRC logo used on printed, binded and/or any other material are the sole copyright of GMRC and should not be infringed upon for any commercial purposes by the agency.</p> <p>10.2 The GMRC will provide the samples for the various items wherever available and firm shall be bound to provide the proof of each item and get it approved from GMRC before final supply being made to GMRC. If GMRC ask agency to prepare sample format based on description given by GMRC, agency shall have to prepare sample format and send to GMRC for approval before final supply of work/material.</p>

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<b>11</b>	<b>Change in terms and conditions/contract</b> 11.1 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.
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3. **Payment of Monthly Bills**

Payment shall be released within 15 days on receipt of the monthly invoice of items delivered as per order given by GMRC at the agreed rates along with below documents duly signed by agency. The Agency shall submit the bills before 7th of every month along with below documents duly signed by agency. Advance payment will not be made under any circumstances.

- Signed and stamped copy of delivery challans.
- Copy of written instruction/s received from designated office of GMRC to supply work/material/service.

4. **Period of Contract:**

The initial contract shall be valid for a period of 1(One) year which may be extendable for further 1 (One) year if performance of the Agency is found satisfactory.

5. **Performance Guarantee:**

The Agency shall deposit Performance Guarantee of 3% of Contract amount within 21 calendar days from the date of issuance of LOA in the form of DD, PO, a bank Guarantee or Fixed Deposit from nationalised bank payable at Gandhinagar/Ahmedabad and should be valid for a period of Ninety days after the date of completion of all contractual obligations. In case of extension of contract period the Bank Guarantee is to be extended further as per the requirement of GMRC Ltd. This Bank Guarantee shall be released only after 90 Days from the date of expiry of the contract.

6. **Confidentiality :**

During the subsistence of contract, the agency may be provided with GMRC's proprietary information such as designs/ logos/ print-outs and other documents, embodying or referring to the 'confidential information'. It shall be the property of the GMRC and shall be used solely for assigned purposes and shall be handed over to GMRC upon completion of the Contract. 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.

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 authorised agencies of any government in India and maintain valid record for verification of the statutory authorities as well GMRC Ltd. as and when required.

8. **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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## Annexure – I, Contact & Registration Details

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

### Note

1. The agency is advised to necessary supporting documents with reference to details provided as above.

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## Annexure – II, Experience & Financial Details

### Annexure II (A)

#### Technical Experience,

This Annexure must be supported with certificates:-

S N	Similar Contract description	Contract Identific ation Number	Date of work Award	Employer's Name, address, telephone number, e- mail etc.	Value of Work Awarded	Completi on Date of work	Completi on Cost of Work in INR	Value of similar work in completed work
1								
2								
3								
4								
Add required number of rows								

#### **NOTE:**

1. 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 Providing Printed Stationery Items" work.
2. Separate sheet for each work along with Clients Certificate to be submitted.
3. The agency is also required to attach copy of letter of award, completion certificate etc. with respect to the experience claimed by the agency.

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**Annexure II (B)**

**(ii) Financial Detail**

Description	FINANCIAL YEARS		
	2018-19	2019-20	2020-21
Annual Turnover (in INR)			
Average Annual Turnover (in INR)			
Name of Chartered Accountant (CA)			
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 (A), as mentioned above.
2. The financial data in above prescribed format, Annexure –II (B) shall be certified by Chartered Accountant in original under his signature, stamp, UDI No. and membership number.
3. Audited P&L statement and Balance sheet for last Three years i.e 2018-19, 2019-20 & 2020-21.
4. 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'. In such a case the financial data of previous '2' audited financial years will be taken into consideration for evaluation.

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## Annexure – III, Financial Bid

### PRICE BID FOR PRINTED STATIONERY ITEMS

(TO BE FILLED ONLINE ONLY)

Approximate Quantity mentioned in Annexure-III is based on last year annual consumption does not means that same quantity will be ordered during a contract period of one year .It may vary from time to time and solely depends on requirement of GMRC.

Sl. No.	Item Description				Approx. Quantity Requirement "A"	UoM	Rates per UoM "B"	Amount "C = B x A"
1	Printing Works							
	Paper Size	Paper Type	Print Colour	Side of Printing				
1.1	A1 Size	White Paper (80 GSM)	Black & White	Single Side Printing	50	Nos. of Page	61.6	3080
			Multi-Colour	Single Side Printing	50	Nos. of Page	103.4	5170
1.2	A3 Size	White Paper (80 GSM)	Black & White	Single Side Printing	1000	Nos. of Page	2.09	2090
				Double Side Printing	3266	Nos. of Page	3.96	12933.36
			Multi-Colour	Single Side Printing	2240	Nos. of Page	11	24640
				Double Side Printing	4350	Nos. of Page	26.4	114840
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	3000	Nos. of Page	5	15000
1.3	A4 Size	White Paper (80 GSM)	Black & White	Single Side Printing	4470	Nos. of Page	0.77	3441.9
				Double Side Printing	79674	Nos. of Page	1.76	140226.24
			Multi-Colour	Single Side Printing	550	Nos. of Page	1.87	1028.5
				Double Side Printing	20250	Nos. of Page	3.96	80190
		White Paper (70 GSM)	Black & White	Single Side Printing	10193	Nos. of Page	0.83	8409.225
				Double Side Printing	191563	Nos. of Page	1.2	229875.6
			Multi-Colour	Single Side Printing	5050	Nos. of Page	0.55	2777.5

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				Double Side Printing	37310	Nos. of Page	7	261170
		White Paper (60 GSM)	Black & White	Single Side Printing	39450	Nos. of Page	0.75	29587.5
				Double Side Printing	52600	Nos. of Page	0.95	49970
		Colour Foil Paper (70 GSM)	Black & White	Single Side Printing	28900	Nos. of Page	1	28900
				Double Side Printing	195300	Nos. of Page	1.2	234360
			Multi-Colour	Single Side Printing	100	Nos. of Page	8.5	850
				Double Side Printing	100	Nos. of Page	17	1700
		Colour Foil Paper (60 GSM)	Black & White	Single Side Printing	7250	Nos. of Page	0.75	5437.5
			Multi-Colour	Single Side Printing	8000	Nos. of Page	3.5	28000
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	59400	Nos. of Page	1.2	71280
			Multi-Colour	Double Side Printing	5225	Nos. of Page	7	36575
1.4	A5 Size	White Paper (80 GSM)	Black & White	Single Side Printing	510	Nos. of Page	0.715	364.65
				Double Side Printing	42200	Nos. of Page	0.88	37136
			Multi-Colour	Double Side Printing	12185	Nos. of Page	1.848	22517.88
		White Paper (60 GSM)	Black & White	Single Side Printing	100	Nos. of Page	1.5	150
			Multi-Colour	Single Side Printing	14400	Nos. of Page	2.1	30240
		Colour Foil Paper (70 GSM)	Multi-Colour	Single Side Printing	6400	Nos. of Page	4	25600
		Colour Foil Paper (60 GSM)	Multi-Colour	Single Side Printing	17600	Nos. of Page	3.5	61600
		Ledger Paper (80 GSM)	Black & White	Double Side Printing	24000	Nos. of Page	1.5	36000
			Multi-Colour	Single Side Printing	1000	Nos. of Page	3.5	3500
1.5	A6 Size	White Paper (80 GSM)	Multi-Colour	Double Side Printing	6000	Nos. of Page	4	24000

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		Ledger Paper (80 GSM)	Black & White	Double Side Printing	1000	Nos. of Page	1	1000
		Ledger Paper (80 GSM)	Multi-Colour	Double Side Printing	600	Nos. of Page	4	2400
1.6	A7 Size	White Paper (60 GSM)	Multi-Colour	Double Side Printing	96000	Nos. of Pages	0.35	33600
1.7	Legal Size	Ledger Paper (80 GSM)	Black & White	Double Side Printing	24800	Nos. of Page	1	24800
2	<b>Photocopy (Xerox) Works</b>							
	<b>Paper Size</b>	<b>Paper Type (Output Paper)</b>	<b>Xerox Colour</b>	<b>Side of Xerox</b>				
2.1	A3 Size	White Paper (80 GSM)	Black & White	Single Side Xerox	265	Nos. of Page	4.18	1107.7
				Double Side Xerox	2800	Nos. of Page	5.94	16632
			Multi-Colour	Single Side Xerox	250	Nos. of Page	8.8	2200
				Double Side Xerox	250	Nos. of Page	17.6	4400
2.2	A4 Size	White Paper (80 GSM)	Black & White	Single Side Xerox	1025	Nos. of Page	1.375	1409.375
				Double Side Xerox	5000	Nos. of Page	2.75	13750
			Multi-Colour	Single Side Xerox	1000	Nos. of Page	8.8	8800
				Double Side Xerox	1500	Nos. of Page	17.6	26400
3	<b>Cover Page Works</b>							
	<b>Cover Page Size</b>	<b>Cover Page Paper Type</b>	<b>Cover Page Print Colour</b>	<b>Brief Description</b>				
3.1	A3 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	117	Nos. of Set (Front & Back Cover)	23.1	2702.7
3.2	A4 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	2132	Nos. of Set (Front & Back Cover)	14.52	30956.64
3.3	A5 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	620	Nos. of Set (Front & Back Cover)	10.67	6615.4

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3.4	A6 Size	Art paper (300 GSM)	Multi-Colour	Set of Front & Back Cover Page Gloss Laminated	116	Nos. of Set (Front & Back Cover)	14.3	1658.8
4	<b>Binding Works</b>							
	<b>Type of Binding</b>		<b>Size of Booklet</b>					
4.1	Spiral Binding		A3 Size of Booklet		106	Nos. of Booklet	19.91	2110.46
			A4 Size of Booklet		562	Nos. of Booklet	19.91	11189.42
4.2	Side Pin Soft Binding		A3 Size of Booklet		50	Nos. of Booklet	22.44	1122
			A4 Size of Booklet		1125	Nos. of Booklet	24.2	27225
			A5 Size of Booklet		450	Nos. of Booklet	24.64	11088
			A6 Size of Booklet		110	Nos. of Booklet	25	2750
4.3	Gatta Binding (Hard Cover)		A3 Size of Booklet		145	Nos. of Booklet	51.48	7464.6
			A4 Size of Booklet		5180	Nos. of Booklet	52.91	274073.8
			A5 Size of Booklet		454	Nos. of Booklet	35.42	16080.68
			Legal Size of Booklet		60	Nos. of Booklet	45	2700
4.4	One Sided Gatta Binding (One side soft cover & another side hard cover)		A3 Size of Booklet		75	Nos. of Booklet	47.08	3531
			A4 Size of Booklet		356	Nos. of Booklet	40.48	14410.88
			A6 Size of Booklet		10	Nos. of Booklet	27.885	278.85
			A7 Size of Booklet		480	Nos. of Booklet	20	9600
4.5	Canvas Binding		Legal Size of Booklet		64	Nos. of Booklet	150	9600
5	<b>Lamination Works (Paper/Document)</b>							
	<b>Quality of Lamination</b>		<b>Size of Lamination</b>					
5.1	125 GSM		A3 Size of Paper		179	Nos. of Page	16.5	2953.5
			A4 Size of Paper		450	Nos. of Page	8.8	3960
5.2	250 GSM		A3 Size of Paper		184	Nos. of Page	27.5	5060
			A4 Size of Paper		460	Nos. of Page	11	5060
6	<b>Pamphlets Printing</b>							
	<b>Pamphlet Size</b>	<b>Paper Type</b>	<b>Print Colour</b>	<b>Side of Printing</b>				

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6.1	A4 Size Pam phlet	170 GSM Glossy paper	Multi-Colour	Single Side Printing	3100	Nos. of Pamphlets	2.09	6479
				Double Side Printing	3000	Nos. of Pamphlets	4.532	13596
6.2	A5 Size Pam phlet	170 GSM Glossy paper	Multi-Colour	Single Side Printing	5000	Nos. of Pamphlets	0.946	4730
				Double Side Printing	5000	Nos. of Pamphlets	2.332	11660
<b>7</b>	<b>Signage Printing &amp; Installation Works</b>							
7.1	Vinyle Printed Adhesive Sticker				275	Sq. Ft.	50	13750
7.2	Reflective Sticker				330	Sq. Ft.	110	36300
7.3	Radium Sticker				180	Sq. Ft.	60	10800
7.4	Customized Plotter Cut Sticker (Reflective)				13248	Sq. Inch	1	13248
7.5	EcoSolvent printed Transparent Sticker				1365	Sq. Ft.	50	68250
7.6	Vinyle Printing on Foam Sheet (3 mm Thick ) with Fixing arrangement (Matte/Glossy Finish)				815	Sq. Ft.	90	73350
7.7	Vinyle Printing on Foam Sheet (5 mm Thick) with Fixing arrangement (Matte/Glossy Finish)				1345	Sq. Ft.	135	181575
7.8	Flex Printed Material with Metallic Stand				500	Sq. Ft.	112.343	56171.5
7.9	Flex Printed Material with Wooden Frame				100	Sq. Ft.	125	12500
7.10	Lamination of Poster/Sticker/Metallic/Acrylic Plate				3150	Sq. Ft.	21	66150
7.11	Vinyle Printed Sticker on 4 mm thick Metallic Plate (ABS Plate)				110	Sq. Ft.	250	27500
7.12	Vinyle Printing on 3 mm thick Acrylic Plate				96	Sq. Ft.	220	21120
7.13	EcoSolvent vinyle Printing on 2 mm thick Metallic Plate (ABS Plate)				48	Sq. Ft.	260	12480
7.14	Installation of Printed plate (Wall Mounting parallel to wall surface)				140	Nos.	180	25200
7.15	Installation of Printed plate (Wall Mounting perpendicular to Wall)				130	Nos.	230	29900
7.16	Installation of Printed plate (Ceiling suspended type)				75	Nos.	300	22500
7.17	Wooden Frame for Poster/Sticker/Flex				225	Sq. Ft.	150	33750
<b>8</b>	<b>Stamp Making Works</b>							
	<b>Shape of Stamp</b>		<b>Type of Stamp</b>					
8.1	Circular		Rubber Stamp		75	Sq. Inch	12	900
			Self-Ink Stamp		86	Sq. Inch	45	3870
8.2	Rectangular Stamp		Rubber Stamp		19	Sq. Inch	35	665
			Self-Ink Stamp		30	Sq. Inch	70	2100
<b>9</b>	<b>Miscellaneous Printing Related Works</b>							
9.1	Perforation of pages (all types of pages)				3010	per 100 Nos. of Pages	7.48	22514.8

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9.2	Numbering of pages (all types of pages)	5930	per 100 Nos. of Pages	9.79	58054.7
9.3	Colour Plotting (on Thick Paper)	10	Sq. Feet	44	440
9.4	Colour Plotting (On Photo Paper)	10	Sq. Feet	38.5	385
9.5	Visiting Card on 300 GSM Paper (Size: 90 mm x 54 mm)	900	Nos.	2	1800
<b>10</b>	<b>Total Amount Excluding taxes (in Rupees)</b>			<b>30,53,070.66</b>	
<b>11</b>	<b>Bidder's Quote - Above/Below/At Par</b>				
<b>12</b>	<b>Bidder's Quote in Percentage(%) (In Figure) (Above/Below/At Par)</b>				
<b>13</b>	<b>Bidder's Quote in Percentage (In Words) (Above/Below/At Par)</b>				

**Note:**

1. The rates for all materials above are excluding of all applicable taxes. Applicable taxes will be paid extra at prevailing rates at the time of supply of work.

**Declaration:** I/We have read and understand the terms and condition and scope of work of the Tender. We have inspected the site and have understood the scope of work and I/We have quoted the rates accordingly.

Place :

Date :

(Signature of authorized signatory)

Name & Designation

Seal of the Firm/Agency

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Annexure – IV

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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, 1<sup>st</sup> 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 printing stationery 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.

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## Annexure- VI, 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 “**Tender for Providing printing, Photocopy(Xerox) & Related works for O&M wing of GMRC**” (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, shall be final and binding on the guarantor-Bank 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

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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 06 months 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.
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

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\_\_\_\_\_ (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 -----

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## Annexure – VII, Check list

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

<b>Sr No.</b>	<b>Document to be Submitted (i.e. Technical Bid) in Physical &amp; Online</b>	<b>Yes or No</b>
<b>1</b>	<b>Technical Bid</b>	
a.	<b>Envelope – 1 (i.e. Tender fees and Tender Security)</b>	
b.	<b>Envelope – 2 (i.e. Qualification cum Technical Bid)</b>	
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.	Signed & stamped copy of GST registration number and GST return data of last 3 months.	
f.	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.	
g.	Signed & stamped copy of the latest IT return of last 5 years filed by agency	
h.	Experience Certificates with summary in tabulated form - List with documents from the concerned organizations (minimum-3years) on its letterhead along with necessary contact details; and a satisfactorily work completion certificate to be provided compulsorily.(Refer in Clause 2) of Minimum Eligibility Criteria.	
i.	Annexure-I (Contact Details) Annexure II (Experience and Financial Details), Annexure-III (Financial Bid)	
j.	Annexure IV	
k.	Annexure V ( Undertaking )	
l.	Annexure VI ( Form of Performance Security by (Guarantee) Bank )	
m.	Annexure VII ( Check List )	
n.	Annexure VIII to Annexure-XI	
o.	<b>Envelope – 3 (i.e. Unfilled Signed and Stamped Tender Document)</b>	

**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)

## Annexure – VIII

### FORM OF BANK GUARANTEE FOR TENDER SECURITY / GUARANTEE

(To be stamped in accordance with relevant Stamp Act, if any, of the country of issuing bank) B.G.No.

, Dated:.....

- 1 In consideration of you, Gujarat Metrorail Corporation (GMRC) Limited, a company incorporated under the Companies Act, 1956 and having its registered office at Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India (hereinafter referred to as the “Employer”, which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Tender of ..... (a company registered under the Companies Act, 1956) and having its registered office at ..... (and acting on behalf of its Consortium, wherever applicable) (hereinafter referred to as the “Tenderer” which expression shall unless it be repugnant to the subject or context thereof include its/ their executors, administrators, successors and assigns), for Contract “**Tender for Tender for Providing printing, Photocopy(Xerox) & Related works for O&M wing of GMRC**”[hereinafter referred to as “the Works”] pursuant to the Tender No: GMRC/O&M/PRINTING & OTHER RELATED WORKS/2022, dated \_\_\_\_\_ issued in respect of the Works and other related documents including without limitation the draft Contract Agreement (hereinafter collectively referred to as “Tender Documents”), we-----  
------(Name of the Bank) having our registered office at \_\_\_\_\_and one of its branches at (hereinafter referred to as the “Bank”), at the request of the Tenderer, do, hereby, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfilment and compliance of the terms and conditions of the Tender Documents by the said Tenderer and unconditionally and irrevocably undertake to pay forthwith to the Employer an amount of INR. \*\*\*\*\* ( Indian Rupees \*\*\*\*\* only) (hereinafter referred to as the “Tender Security”) as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Tenderer if the Tenderer shall fail to fulfil or comply with all or any of the terms and conditions contained in the said Tender Documents.
- 2 Any such written demand made by the Employer stating that the Tenderer is in default of the due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents shall be final, conclusive and binding on the Bank.
3. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Tender Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Tenderer or any other person and irrespective of whether the claim of the Employer is disputed by the Tenderer or not, merely on the first demand from the Employer stating that the amount claimed is due to the Employer by reason of failure of the Tenderer to fulfil and comply with the terms and conditions contained in the Tender Documents including failure of the said Tenderer to keep its Tender open during the Tender validity period as set forth in the said Tender Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR. \*\*\*\*\* (Indian Rupees \*\*\*\*\* only).
4. That this Guarantee commences from the date hereof and shall be irrevocable and remain in force till:\_\_\_\_\_ and it should be payable to either Gandhinagar / Ahmedabad branch office of particular bank.

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- a. The Tenderer, in case its Tender is accepted by the Employer, executes a formal agreement after furnishing the Performance Guarantee from a Scheduled Commercial Indian Bank based in India (excluding Cooperative Banks) or from a scheduled Foreign Bank as defined in Section 2(e) of RBI Act 1934 read with Second Schedule.
- b. Sixty days after the date of validity or the extended date of validity of the Tender, as the case maybe
- 5 We, the Bank, further agree that the Employer shall be the sole judge to decide as to whether the Tenderer is in default of due and faithful fulfilment and compliance with the terms and conditions contained in the Tender Documents including, inter alia, the failure of the Tenderer to keep its Tender open during the Tender validity period set forth in the said Tender Documents, and the decision of the Employer that the Tenderer is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Employer and the Tenderer or any dispute pending before any Court, Tribunal, Arbitrator or any other Employer.
- 6 The Tender Security shall not be affected by any change in the constitution or winding up of the Tenderer or the Bank or any absorption, merger or amalgamation of the Tenderer or the Bank with any other person.
- 7 In order to give full effect to this Guarantee, the Employer shall be entitled to treat the Bank as the principal debtor. The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Tender Documents or to extend time for submission of the Tenders or the Tender validity period or the period for conveying acceptance of Letter of Acceptance by the Tenderer or the period for fulfilment and compliance with all or any of the terms and conditions contained in the said Tender Documents by the said Tenderer or to postpone for any time and from time to time any of the powers exercisable by it against the said Tenderer and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Tender Documents or the securities available to the Employer, and the Bank shall not be released from its liability under these presents by any exercise by the Employer of the liberty with reference to the matters aforesaid or by reason of time being given to the said Tenderer or any other forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any change in the constitution of the Employer or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
- 8 Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
- 9 We undertake to make the payment on receipt of your notice of claim on us addressed to [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorised to receive the said notice of claim.
- 10 It shall not be necessary for the Employer to proceed against the said Tenderer before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Employer may have obtained from the said Tenderer or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealised.
11. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Employer in writing.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

12. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Guarantee for and on behalf of the Bank.
- 13 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 the said amount or any part thereof only if the Employer serves a written claim on the Bank in accordance with paragraph 9 hereof, on or before [\*\*\* (indicate date falling 60 days after the Tender Validity Date)].

Signed and Delivered by ..... Bank

By the hand of Mr./Ms. ...., its ..... and authorised official.  
(Signature of the Authorised Signatory) (Official Seal)

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Annexure – IX

### (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**

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Annexure – X

### (Undertaking 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, that the item(s) offered meets the minimum local content of 90% (as specified in Clause 1.1.3.1). **The details including name of vendor, location and percentage of local content is enclosed as Annexure-11.**

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 practice for which the tenderer or its successors can be debarred for a period up to 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 practising 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 OF AUTHORISED SIGNATORY

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#### **Note :**

This appendix need to be submitted only if bidder wants to avail the purchase preference as specified in Clause 1.1.3.1 of NIT.

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Signature & Stamp of Bidder (Authorised Person from Bidder)

## Annexure – XI

**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

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Signature & Stamp of Bidder (Authorised Person from Bidder)