

# **Request for Proposal (RFP)**

**For**

**Annual Rate for Contract Printing Work**

**Bid Processing Fee: Rs.1000/-**

**Tender no: P&A 201516/6**

**(January 2016)**



**GUJARAT INFORMATICS LIMITED**

Block 1, 8<sup>th</sup> floor, Udyog Bhavan  
Sector-11, Gandhinagar- 382 017  
Phone: 079-3256022 Fax: 079-23238925  
Website: [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in)

Last date of Submission of bids: 08-02-2016 at 15.00 hrs  
Date of Opening of Technical Bids: 08-02-2016 at 17.00 hrs

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>SECTION 1: INVITATION FOR RFP .....</b>  | <b>3</b>  |
| 1.1 RFP NOTICE .....  | 3         |
| 1.2 SCOPE OF WORK.....  | 3         |
| 1.3 IMPORTANT INFORMATION.....  | 4         |
| <b>SECTION 2: INSTRUCTION TO BIDDERS.....</b>   | <b>6</b>  |
| 2.1 GENERAL TERMS AND CONDITIONS:.....  | 6         |
| 2.2 TENDER FEE AND EMD .....  | 6         |
| 2.3 ELIGIBILITY CRITERIA .....  | 7         |
| 2.5 FINANCIAL BID EVALUATION: .....   | 8         |
| 2.5 SPECIAL CLAUSE:.....  | 8         |
| <b>SECTION 3: GENERAL CONDITIONS OF CONTRACT (GCC).....</b>   | <b>9</b>  |
| 3.1 DEFINITIONS.....  | 9         |
| 3.2 PERIOD OF CONTRACT .....  | 9         |
| 3.2 APPLICATION .....   | 9         |
| 3.3 STANDARDS OF PERFORMANCE .....  | 9         |
| 3.4 PAYMENT TERMS & TIME LINE.....  | 9         |
| 3.5 RATES OF THE TENDER .....   | 10        |
| 3.6 OPENING OF THE TENDER.....  | 10        |
| 3.7 CONTENT OF ENVELOP .....  | 10        |
| 3.8 TIME – LIMIT FOR THE RATES OF TENDERS.....  | 10        |
| 3.9 DISQUALIFICATION.....   | 10        |
| 3.10 SUB CONTRACTS .....  | 11        |
| 3.11 PENALTY:.....  | 11        |
| 3.12 CONSIDERATION FOR THE RATES OF TENDER.....   | 11        |
| 3.13 ACCEPTANCE OF THE TENDER .....   | 11        |
| 3.14 APPLICABLE LAW .....   | 12        |
| 3.15 GOVERNING LANGUAGE.....  | 12        |
| 3.16 SUSPENSION.....  | 12        |
| 3.17 FORCE MAJEURE .....  | 12        |
| 3.18 TERMINATION.....   | 12        |
| 3.19 TAXES AND DUTIES .....   | 13        |
| 3.20 OUTSTANDING DUES.....  | 13        |
| 3.21 LEGAL JURISDICTION .....   | 13        |
| 3.22 NOTICE.....  | 13        |
| 3.23 OTHER TERMS & CONDITIONS.....  | 14        |
| <b>SECTION 4: TECHNICAL PROPOSAL FORMS .....</b>  | <b>16</b> |
| FORM 1 – COVERING LETTER (TO BE SUBMITTED ON THE AGENCY LETTERHEAD) .....                             | 17        |
| FORM 2 - GENERAL INFORMATION: .....   | 18        |
| FORM 3 – A – CERTIFICATE OF INCORPORATION/PARTNERSHIP REGISTRATION/AFFIDAVIT OR NECESSARY PROOF. .... | 19        |
| FORM 3 – B – PROOF OF IT RETURNS OF LAST FIVE FINANCIAL YEAR.....                                     | 19        |
| FORM 4 – FINANCIAL DETAILS .....  | 19        |
| FORM 6 - NUMBER OF LOCATIONS AT WHICH THE AGENCY IS OPERATING (ADDRESS PROOF) .....                   | 19        |
| FORM 7 - NOTARIZED AFFIDAVIT.....   | 19        |
| FORM 8 PROOF OF VAT RETURNS OF LAST THREE FINANCIAL YEAR.....   | 20        |
| <b>SECTION 5: COMMERCIAL PROPOSAL FORMS.....</b>  | <b>21</b> |

## **Section 1: Invitation for RFP**

### **1.1 RFP Notice**

Gujarat Informatics Limited (GIL) invites tenders for Annual Rate Contract for Printing Work. The RFP includes the following documents:

- Section 1 - Invitation for Proposals (IFP)
- Section 2 - Instruction to Bidders (ITB)
- Section 3 - General Conditions of Contract (GCC)
- Section 4 - Technical Proposal Forms (TP)
- Section 5 - Commercial Proposal Forms – Annexure A

- a. Interested parties may download the RFP document from the website [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in)
- b. The bid must be submitted physically at our Gandhinagar office.
- c. Bid Processing Fee – **Rs. 1000/-** in the form of DD in favour of “**Gujarat Informatics Limited**” payable at Gandhinagar.

Earnest Money Deposit **Rs. 25,000/-** in the form of DD in favour of “Gujarat Informatics Limited” payable at Gandhinagar.

- d. GIL reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
- e. This RFP document is not transferable.
- f. Pre-qualification details & Technical Bids will be opened in the presence of Bidders or their authorized representatives who choose to attend on the specified date and time.
- g. In the event of the date specified for receipt and opening of bid being declared as a holiday for GIL office the due date for submission of bids and opening of bids will be the following working day at the appointed times.

### **1.2 Scope of work**

The agency will be responsible for routine printing work for day to day operation as per the demand of GIL as per the rate contract.

### 1.3 Important Information

| S. No | Information   | Details  |
|-------|---|--|
| 1.    | RFP No.   | <b>P&amp;A 201516/05</b>   |
| 2.    | Bid Processing Fee  | Rs. 1,000/-  |
| 3.    | Earnest Money Deposit (EMD) in the form of a DD   | Rs 25,000/-  |
| 4.    | Last date and time for submission of DDs of EMD, Bid processing Fee, proposals (Technical and commercial/Financial) at GIL in physical form | 08-02-2016 till 15.00 hrs  |
| 5.    | Opening of Technical Bids   | 08-02-2016 at 17.00 hrs<br><b>Place:-</b><br>Gujarat Informatics Ltd.<br>Block No. 1, 8 <sup>th</sup> Floor,<br>Udyog Bhavan, Sector-11,<br>Gandhinagar.<br>Tel: 079-23256022, Fax: 079-2323892  |
| 6.    | Contact Person for queries  | Mr. Samir Mehta<br>G.M. Services / Accounts Officer<br>Gujarat Informatics Ltd.<br>Block no. 1, 8th floor,<br>Sector 11, Udyog Bhavan,<br>Gandhinagar.<br>Tel. No: (079) 23259224 / 23259230<br>Fax. No. (079)23238925<br>Email : <a href="mailto:samirm@gujarat.gov.in">samirm@gujarat.gov.in</a><br><a href="mailto:ishitat@gujarat.gov.in">ishitat@gujarat.gov.in</a> |
| 7.    | Address at which proposal in response to RFP notice is to be submitted:   | Mr. Samir Mehta<br>G.M. Services / Accounts Officer<br>Gujarat Informatics Ltd.<br>Block no. 1, 8th floor,<br>Sector 11, Udyog Bhavan,<br>Gandhinagar.<br>Tel. No: (079) 23259224<br>Fax. No. (079)23238925<br>Email : <a href="mailto:samirm@gujarat.gov.in">samirm@gujarat.gov.in</a>  |
| 8.    | Bid validity  | 180 days, From date of bid opening   |
| 9.    | Date, Place of negotiation  | Prior to signing the contract.<br>G.M. Services / Accounts Officer<br>Gujarat Informatics Ltd.   |

| S. No | Information  | Details  |
|-------|--|--|
|       |  | Block no. 1, 8th floor,<br>Sector 11, Udyog Bhavan,<br>Gandhinagar.<br>Tel. No: (079) 23259224,<br>Fax. No. (079) 23238925<br>Email : <a href="mailto:samirm@gujarat.gov.in">samirm@gujarat.gov.in</a> |
| 10.   | Deadline / last date for furnishing security deposit | Within 15 working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier   |
| 11.   | Security Deposit                                     | Rs. 40,000/-   |
| 12.   | Security deposit validity period                     | 6 Months beyond expiration of contract period.   |

## **Section 2: Instruction to Bidders**

### **2.1 General Terms and Conditions:**

- Tenders duly filled with full details shall be submitted **on or before 08-02-2016** by **1500 hours** at the above address in sealed cover. If, due to any reason, holiday is declared on this day, the tender form should be sent in such a way that it reaches on the next working day but within the previously set time.
- The tenders received after the prescribed time limit shall not be taken into consideration.
- The tenderer shall have to put initials at every correction made and on each page of the tender.
- No conditional tenders shall be accepted and such tenders shall be treated as rejected.
- The sealed cover shall be super scribed "**Tender for Annual Rate Contract for Printing Work**" in readable red letters.

### **2.2 Tender Fee and EMD**

- The duly filled-in tender shall be accompanied by a demand draft of Rs.1000/- towards the payment of Tender Fee and another DD of Rs.25,000/- of any scheduled bank in favor of "**Gujarat Informatics Limited**" payable at **Gandhinagar** towards the payment of EMD of the tender. No interest shall be paid on the deposit of the tender.
- **The tenders without accompanying demand drafts of the Tender fee & EMD shall be rejected.**
- No tenderer shall withdraw his rates after the tender is opened. If a tenderer does so, his tender deposit shall be forfeited and such tenderer shall be considered ineligible for work/contract in future.
- The EMD of the unsuccessful bidders will be refunded within one month or after the L-1 bidder signs the agreement and submits the security deposit and the tender deposit of the successful bidder will be refunded after submission of security deposit and signing of agreement.
- **Necessary security deposit shall be deposited immediately within seven days of the intimation to the tenderer whose tender has been accepted. The tender deposit of the tenderer who does not do so, shall be forfeited and such tenderer shall be considered ineligible for work/contract in future. In such case, L 2 tenderer may be asked to deposit "Security Deposit" & the contract may be awarded to him at the discretion of the company.**
- The Bidder shall bear all costs associated with the preparation and submission of their bid and the GIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### 2.3 Eligibility Criteria

- The agency meeting the following qualification criteria will be short listed and considered for technical evaluation and financial bid.

| Sr. No | Eligibility Criteria  | Document/ Information to be submitted with proposal   |
|--------|---|---|
| 1.     | The agency should have experience of minimum <b>FIVE (5) years</b> in the field of Printing Work.   | Certificate of Incorporation / partnership registration/affidavit or necessary proof. <b>(Form 3 - A)</b><br>Proof of IT returns submitted during past Three financial years <b>(2012-13, 2013-14 &amp; 2014-15)</b> to be attached. <b>(Form 3 -B)</b> |
| 2.     | The agency should have an average annual turnover of at least <b>Rs.30 lakhs</b> from the work of providing Printing Work in the last <b>Three (3) financial years (2012-13,2013-14 &amp; 2014-15)</b> as revealed by audited accounts. | <b>(Form 4)</b> Bidders have to submit the CA certificate mentioning Turnover for three years OR audited accounts for the mentioned years.  |
| 3.     | The agency should produce at least 3 contracts (each of minimum Rs.30,000/-) received during last <b>Three (3) years. (2012-13,2013-14 &amp; 2014-15)</b>   | Proof of work order need to be submitted for last three years. <b>(Form 5)</b>  |
| 4.     | Bidder must have their office in Gandhinagar/Ahmedabad.   | <b>(Form 6)</b> The copy of Property tax bill/Electricity Bill/ Telephone Bill/G.S.T.-C.S.T. Registration/Lease agreement should be submitted as proof.   |
| 5.     | The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat.   | Certificate / affidavit mentioning that the Bidder is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to engagement in any corrupt & fraudulent practices <b>(Form 7)</b>                           |
| 7.     | The bidder must have a valid VAT Registration in India. Proof of returns for the last <b>Three (3) financial years</b> to be submitted. <b>(2012-13,2013-14 &amp; 2014-15)</b>  | Proof of VAT returns submitted during past THREE financial years <b>(2012-13, 2013-14 &amp; 2014-15)</b> to be attached. <b>(Form 8)</b>  |

#### 2.4 Technical bid:

- The bidder has to submit the technical expertise, experience, proof for similar assignment handled in the past and other relevant details as a part of technical bid as mentioned in Clause 2.3 - Eligibility Criteria.
- The Supporting documents as per eligibility criteria should be submitted in spiral bound copies and should be in proper formats. All pages shall be stamped, numbered and signed by the signing authority of the bidding agency.
- Supporting documents should be submitted according to the formats given at the end of the tender documents. Improper formats and loose sheets will not be accepted.

#### 2.5 Financial Bid evaluation:

- The agency has to submit the financial bid for implementing the assignment as per the format enclosed at **Annexure A**. The financial bid should contain all expenses involved in the assignment like transportation, loading and unloading of material etc.
- The Commercial bids (as per the formats provided in Annexure A) of the technically qualified bidders will be evaluated. **The Commercial bid of those bidders who qualify in the technical evaluation will only be opened.** All other Commercial bids will not be opened.
- **The financial bids of the technically qualified bidders will be opened and financially L1 bidder will be decided from the sum total of prices for all items without tax and then called for further negotiations in which, overall L-1 bidder will be required to match the item wise L-1 rates quoted in tender and prices will be finalized after such negotiations. Final decision for selection of agency who qualify and agree to the terms will be of GIL.**
- **Financial Bids that are less than <30>% of the average bid price will be disqualified (the average bid price is computed by adding all Financial Bid values of ALL the qualified bidders and dividing the same by the number of bidders).**

#### 2.5 Special Clause:

- **GIL reserves the right to accept or reject any or all the tenders without assigning any reasons.**



## **Section 3: General Conditions of Contract (GCC)**

### **3.1 Definitions**

- “Applicable Law” means the laws and any other instruments having force of law in India as they may be issued and in force from time to time.
- “Proposals” means proposals submitted by bidders in response to the RFP issued by GIL for “Annual Rate Contract for Printing Work”.
- “Competent Authority” means the Managing Director, Gujarat Informatics Limited, Gandhinagar
- “Committee” means the committee formed for the evaluation of the proposals.
- “Agency” means any private or public entity, which will provide the services to GIL under the contract.
- “Contract” means the Contract signed by the parties along with the entire documentation specified in the RFP
- “Day” means Calendar day
- “Effective date” means the date on which the contract comes into force and effect.
- “GCC” means General Conditions of Contract, specified in Section 3 of RFP
- “Government” means State Government.
- “GIL” means Gujarat Informatics Limited, Block No.1, 8thFloor, Udyog Bhavan, Gandhinagar – 382 017, Gujarat.
- “Services” means the work to be performed by the agency pursuant to the selection by GIL and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by GIL.

### **3.2 Period of Contract**

**The validity of the contract will be initially for the period of 2 years. This contract may be renewed for further period of one year on expiry at the sole discretion of GIL on the same terms and conditions or at rates and terms mutually agreed upon and based on market conditions subject to the satisfactory performance of Tenderer.**

### **3.2 Application**

These general conditions shall apply to the extent that provisions in other parts of Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of GIL shall be final and binding on the agency.

### **3.3 Standards of Performance**

The agency shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices.

### **3.4 Payment Terms & Time line**

Payment shall be made within 15 days of the submission of the bill by the agency, subject to the fulfillment of the following requirements:

- The agency shall have to submit bill along with the challan signed by authorized person on behalf of the Company.
- If such copies have not been submitted, then the payment of bill will not be made by GIL.

### **3.5 Rates of the tender**

Information/rates for printing work shall be provided as per “Annexure A” and if any correction is made, initial shall be put after the correction is made. Taxes if any applicable should be shown separately. The tenderer will have to quote the rates for all the items mentioned in Annexure “A”. If, the tenderer fails to quote the rates for all the Printing work items, his tender would be treated as incomplete & would be rejected.

### **3.6 Opening of the tender**

The tenders received within the prescribed time-limit shall be opened on the same day at 1700 hours after the expiry of the time for acceptance of the tender in the presence of the tenderers or their authorized representatives present. If the interested tenderers or their authorized representative wish to remain present at that time, they may do so. The financial bid of only technically qualifying bidders would be opened on a day and time as intimated to the bidders. If any tenderer or his authorized representative does not remain present, the authorized officer of the company shall take due note of that and open their tenders and take note of the rates, which will be binding to the tenderers. Tenders received not in the prescribed form shall be considered cancelled.

### **3.7 Content of Envelop**

Tender should be placed in following order

- Envelop for the “EMD and Bid Processing Fee”.
- Envelop for “Technical bid documents”.
- Envelop for “Financial Bid”

**Each envelope should mention the document contained in it. All the three envelopes are to be placed in single envelope super-scribing as “RFP for Annual Rate contract for printing work”**

### **3.8 Time – limit for the rates of tenders**

The rates of the tender shall be considered to be in force for 180 days from the date of opening of the tender and during this period, the tenderers cannot withdraw his rates. For the interpretation of the time, the provisions of the Indian Limitation Act shall be applicable.

### **3.9 Disqualification**

GIL may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- Submitted the Proposal documents after the response deadline.

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in the preceding three years assignments.
- Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- Failed to provide clarifications related there to, when sought.
- Declared ineligible by any Department or office of Government of Gujarat for corrupt and fraudulent practices or blacklisted
- Submitted a proposal with price adjustment / variation provision.

### **3.10 Sub Contracts**

- No Sub Contracting shall be allowed for this assignment.

### **3.11 Penalty:**

- **Penalty will be imposed @ 1.0 % of the value of bill for delayed delivery of material given for printing (More than one day time) subject to maximum of 10% of the bill value.**
- In case the firm fails to provide the required documents given for printing on a particular day, then GIL may get the work done from any other source and the difference between the rate of the firm accepted by the GIL and the rate on which the printing work carried outside will be recovered /adjusted from the bills of the firm due for payment by the GIL. Further penalty of Rs.1000/- shall be levied for such default.
- The agency shall be liable to pay penalty for breach of any conditions of the Contract/ Tender terms & conditions. The Penalty amount shall be decided by the Managing Director, GIL and shall be binding to the agency. The penalty amount shall be recovered from the Tenderer from the pending amount of the Bills/ security deposit.

### **3.12 Consideration for the rates of tender**

For the rates mentioned in the tender, if necessary, the L1 tenderer shall be called for negotiations after intimating him in writing at GIL Office. The rates arrived at during such negotiations shall be binding to the tenderer.

### **3.13 Acceptance of the tender**

The written intimation regarding sanctioning the rates mentioned in the tenders shall be made to the concerned tenderer. Generally, intimation shall be made by R.P.A.D. /U.P.C. post. The Company shall not be responsible for delay in receiving the post.

### **3.14 Applicable Law**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India.

### **3.15 Governing Language**

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

### **3.16 Suspension**

GIL may, by written notice to agency, suspend all payments to the agency here under if the agency fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension.

- Shall specify the nature of failure
- Shall request the agency to remedy such failure within a period not exceeding thirty (30) days after receipt by the agency of such notice of failure

### **3.17 Force Majeure**

- Notwithstanding anything contained in the RFP, the agency shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- For purposes of this clause "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of GIL regarding Force Majeure shall be final and binding on the agency.
- If a Force Majeure situation arises, the agency shall promptly notify to GIL in writing, of such conditions and the cause thereof. Unless otherwise directed by GIL in writing, the agency shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **3.18 Termination**

#### **Termination for Default**

- The GIL may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, terminate the Contract in whole or part:
  - a) if the service provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the GIL pursuant or

- b) If the service provider fails to perform any other obligation(s) under the Contract.
- c) If the service provider, in the judgment of the GIL has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

### **Terminations for Insolvency**

GIL may at any time terminate the Contract by giving written notice to the service provider, if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the GIL.

### **Termination for Convenience**

GIL by written notice sent to the service provider may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the GIL's convenience, the extent to which performance of the service provider under the Contract is terminated, and the date upon which such termination becomes effective.

### **Amendment to the contract**

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representative of both parties.

### **3.19 Taxes and Duties**

The agency shall fully familiarize themselves about the applicable Domestic taxes (such as Service Tax, etc.) on amount payable by GIL under the contract. The agency shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

### **3.20 Outstanding Dues**

Any amount outstanding for any reason from the agency shall be recovered from the amount of their pending bills and the security deposit. If even after this recovery, any amount of recovery is pending, interest at the rate of 18 % shall be recovered on it and the agency shall be fully responsible for that. If the company is compelled to resort to any legal proceedings in this respect, the expenditure incurred by the company for the legal proceedings shall be recovered from the agency.

### **3.21 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Gandhinagar, Gujarat only.

### **3.22 Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party

to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

### 3.23 Other terms & Conditions

- Tenders received after the due date and time will not be considered. Managing Director, Gujarat Informatics Limited, Gandhinagar reserves the right to accept or reject any tender or its part as per rules.
- If the selected agency does not confirm the delivered in a reasonable time limit or if the agency does not have the required printing items, than GIL has the right to offer and hire the said items from the open market and the selected agency will have to bear the excess rate paid by GIL for the same.
- Wherever specific terms and conditioned have not been spelt out in tender document, General Finance and Accounts Rules of the State Government shall apply.
- The required Printing items will be delivered at GIL or at place as intimated by GIL.
- The contract binds the heirs, executors, administrators and successors and permitted assigns of the service provider with respect to all covenants here in, and cannot be changed except by written consent signed by the company.
- The Tenderer should be in a position to meet our additional requirements of printing items of the categories as mentioned in Annexure at short notice without fail and delay.
- The Tenderer should have proper office with minimum one Telephone / fax/Mobile number so that they can be contacted at any time. The Tenderer should give their office and residential telephone number/ contact person(s) name in the tender document.
- The rate quoted by the Tenderer shall be inclusive of operational Maintenance, levies and other charges as may be levied by the Government, Local Bodies and other agencies and the incidentals.
- The tenderer also agrees that any additional requirement of GIL other than categories mentioned in Annexure shall be provided by the agency at reasonable rates comparable to market rates of the items.
- **All pages of the Tender Document should be duly initialed and stamped in token of having read and understood all terms and conditions and implication thereof.**
- The rates should be clearly shown in words & figures. In case of any corrections, it should be signed over office stamp. The rates given should be complete and in full, in all respect.
- GIL will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time.
- Any litigation will be subject to the jurisdiction of the appropriate court at Gandhinagar only.
- Failure by the Tenderer to comply with any statutory requirements and terms & 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 GIL. In such a case, the security deposit will also be forfeited.

- GIL is not liable to pay any payment of transportation charges from your office to GIL and also at other places as intimated by GIL.
- GIL shall have the absolute right to accept any tender in full or part or to approve rates of more than one tender. The tenders approved in this way shall be binding to all the tenderers.
- The company shall have absolute right to accept any tender or to reject all the tenders without assigning any reason. This also includes to accept or to reject a tender of the lowest rates.
- Any other document as required by the company shall have to be produced within 3 (three) days.
- The above terms and conditions are acceptable and binding to us.

**Signature of the tenderer/agency**

**Name of the tenderer/agency**

**Place:**

**Date:**

**Seal of the tenderer/agency**

## Section 4: Technical Proposal Forms

(Bids containing details as asked in below forms will only be considered)

### 4.1 Forms

The following are the response formats to be used by bidders for Proposals related to selection of agency:

| Sr. No | Form       | Details   | Eligibility Criteria |
|--------|------------|---|----------------------|
| 1      | Form 1     | Covering Letter   |                      |
| 2      | Form 2     | General Information   |                      |
| 3      | Form 3 - A | Certificate of Incorporation/ Partnership registration/ affidavit or necessary proof  | Point No.1           |
|        | Form 3 - B | Proof of IT returns – past Three (3) years (2012-13, 2013-14 and 2014-15)   |                      |
| 4      | Form 4     | Financial Details (Audited turnover copies of last Three (3) years (2012-13, 2013-14 and 2014-15)   | Point No.2           |
| 5      | Form 5     | Work experience of similar services   | Point No 3           |
| 6      | Form 6     | Self-attested declaration on letter head for address proof  | Point No.4           |
| 7      | Form 7     | Certificate / affidavit mentioning that the Bidder is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to engagement in any corrupt & fraudulent practices | Point No.5           |
| 8      | Form 8     | Proof of VAT returns of last Three financial year (2012-13, 2013-14 and 2014-15)  | Point. No 6          |



**Form 1 – Covering Letter (To be submitted on the agency letterhead)**

Date:

To,

**G.M. Services**

**Gujarat Informatics Limited**

8th Floor, Block -1, Udyog Bhavan,

Sector - 11, Gandhinagar - 382017

Gujarat, India

Ref: RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_

**Subject: Submission of proposal in response to the RFP for “Annual Rate Contract for printing work”**

Dear Sir/Madam,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_ for “RFP for Annual Rate Contract for printing work” in full conformity with the said RFP document.

1. We have read the provisions of the RFP document and terms & conditions that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
2. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date of financial Opening and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. If we are awarded the contract, we undertake to provide a Security Deposit in the form and amount prescribed.
4. We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation Contained in it may lead to our disqualification.
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and Conditions of this RFP.
6. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices by any department/office of Government of Gujarat.
7. We understand you are not bound to accept any proposal you receive.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of agency:

Address:

**Form 2 - General Information:**

| <b>Sr. No</b> | <b>Particulars</b>   | <b>Details to be furnished</b> |  |
|---------------|--|--------------------------------|--|
| <b>1.</b>     | <b>Details of responding Agency</b>  |                                |  |
| a)            | <b>Name</b>  |                                |  |
| b)            | <b>Address</b>   |                                |  |
| c)            | <b>Telephone</b>   | <b>Fax</b>                     |  |
| d)            | <b>Website</b>   |                                |  |
| <b>2.</b>     | <b>Details of Contact Person</b>   |                                |  |
| a)            | <b>Name</b>  |                                |  |
| b)            | <b>Designation</b>   |                                |  |
| c)            | <b>Address</b>   |                                |  |
| d)            | <b>Telephone no.</b>   |                                |  |
| e)            | <b>Mobile no.</b>  |                                |  |
| f)            | <b>Fax no.</b>   |                                |  |
| g)            | <b>E-mail</b>  |                                |  |
| <b>3.</b>     | <b>Details of Authorized Signatory (<i>please attach proof</i>)</b>        |                                |  |
| a)            | <b>Name</b>  |                                |  |
| b)            | <b>Designation</b>   |                                |  |
| c)            | <b>Address</b>   |                                |  |
| d)            | <b>Telephone no.</b>   |                                |  |
| e)            | <b>Mobile no.</b>  |                                |  |
| f)            | <b>Fax no.</b>   |                                |  |
| g)            | <b>E-mail</b>  |                                |  |
| <b>4.</b>     | <b>Information about responding Agency</b>                                 |                                |  |
| a)            | <b>Status of Agency</b> ( <i>Public Ltd. / Pvt. Ltd /Partnership etc</i> ) |                                |  |
| b)            | <b>No. of years of operation in India/ Gujarat</b>                         |                                |  |
| c)            | <b>Details of Registration</b> ( <i>Ref e.g. ROC Ref #</i> )               | <b>Date</b>                    |  |
|               |  | <b>Ref #</b>                   |  |
| d)            | <b>Income Tax Registration number.</b> (PAN)                               |                                |  |
| e)            | <b>Service Tax Registration No./VAT Registration No./TIN No.</b>           |                                |  |
| f)            | <b>Locations and addresses of offices</b>                                  |                                |  |

**Form 3 – A** – Certificate of incorporation/partnership registration/affidavit or necessary proof.

**Form 3 – B** – Proof of IT returns of last five financial year

(Attach audited photocopies of 2012-13, 2013-14 and 2014-15)

**Form 4** – Financial Details

| Turnover of Agency (in Rs. / lakhs) |          |  |
|-------------------------------------|----------|--|
| a)                                  | FY 12-13 |  |
| b)                                  | FY 13-14 |  |
| c)                                  | FY 14-15 |  |
| Average Turnover                    |          |  |

*(Please attach relevant documents as proof in support of above declarations)*

**Form 5** – Details of contracts during last Three years (2012-13, 2013-14 and 2014-15)

| Sr. No | Name of Client | Period of Contract |    | Address, Phone No. of Client | Value of Engagement | Reason for termination (if currently not valid) |
|--------|----------------|--------------------|----|------------------------------|---------------------|---|
|        |                | From               | To |                              |                     |   |
|        |                |                    |    |                              |                     |   |
|        |                |                    |    |                              |                     |   |
|        |                |                    |    |                              |                     |   |
|        |                |                    |    |                              |                     |   |

*Please provide Work Order/ Client Letter/ Job Completion Certificate for each of the assignments provided mentioned above. In absence of any of the above documents, details shall not be considered for evaluation.*

**Form 6** - Number of locations at which the agency is operating (Address Proof)

\* Please attach relevant documents as proof in support of above declarations

**Form 7** - Notarized affidavit

**Mentioning that the Bidder is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to engagement in any corrupt & Fraudulent practices.**

**(Please submit as per below format)**

**Declaration**

**RFP for Annual Rate Contract for printing work to Gujarat Informatics Ltd, Gandhinagar (Tender No. P&A 201516/05)**

I \_\_\_\_\_ authorized signatory of the agency \_\_\_\_\_ confirm that there is no police case pending against our agency relating to previous service contracts.

I \_\_\_\_\_ authorized signatory of the agency \_\_\_\_\_ is not currently blacklisted by Government of Gujarat or any of the PSU in the state of Gujarat is due to engagement in any corrupt & fraudulent practices.

**For, Name of Agency**

**Authorized Signatory**

**Form 8 Proof of VAT returns of last THREE financial year**

(Attach audited photocopies of 2012-13, 2013-14 and 2014-15)

**Section 5: Commercial Proposal Forms**

Name of the Agency: \_\_\_\_\_

| Annexure A- TENDER FOR PRINTING WORK |   |      |             |
|--------------------------------------|---|------|-------------|
| Sr. No.                              | Item  | Qty. | Rates (Rs.) |
| 1                                    | A-4 SIZE DUPLICATE BOOK ( 1000 PAGES )(50*2* 10 BOOK) - 80 GSM paper (PRV Book)   | 10   |             |
| 2                                    | A-4 SIZE paper PRINTING (BOTH SIDE PRINTED) - 80 GSM paper  | 5000 |             |
| 3                                    | A-4 SIZE paper PRINTING (SINGLE SIDE PRINTED) - 80 GSM paper  | 5000 |             |
| 4                                    | A-4 SIZE SINGLE BOOK ( 100 PAGES * 10 BOOK) - 80 GSM paper  | 10   |             |
| 5                                    | A-4 SIZE SINGLE BOOK ( 100 PAGES * 10 BOOK) BOTH SIDE PRINTED - 80 GSM paper  | 10   |             |
| 6                                    | A-4 SIZE TRIPLICATE BOOK ( 1500 PAGES )(50*3* 10 BOOK) - 80 GSM paper   | 10   |             |
| 7                                    | A-8 SIZE DUPLICATE BOOK ( 1000 PAGES )(50 *2* 10 BOOK) - 80 GSM paper   | 10   |             |
| 8                                    | A-8 SIZE SINGLE BOOK ( 1000 PAGES )(100 * 10 BOOK) - 80 GSM paper (Indent/Cash Voucher)                                       | 10   |             |
| 9                                    | A-8 SIZE TRIPLICATE BOOK ( 1500 PAGES )(50 *3* 10 BOOK) - 80 GSM paper  | 10   |             |
| 10                                   | Business Envelope (Size: 9.5" x 4.5") - 100 GSM Paper   | 5000 |             |
| 11                                   | A-4 Size multi-colour Business Envelope - 100 GSM Paper   | 500  |             |
| 12                                   | Certificates - 250 GSM Art Paper - A4 Size- Multicolor Printing   | 10   |             |
| 13                                   | Certificates - 250 GSM Art Paper - A4 Size- Single-color Printing   | 10   |             |
| 14                                   | Company Letter Head - Royal Executive Bond Paper- A4 size - 80 GSM paper  | 1000 |             |
| 15                                   | Company Letter Head - Royal Executive Bond Paper- A4 size- 70 GSM paper   | 1000 |             |
| 16                                   | Two hole Files with Corner Patti- File Board - 400 GSM  | 1000 |             |
| 17                                   | Visiting Cards (Multi Colour/NT)  | 1000 |             |
| 18                                   | Visiting Cards (Multi Colour/ MATT Lamination)  | 1000 |             |
| 19                                   | Visiting Cards (Multi Colour/Thick white)   | 1000 |             |
| 20                                   | Window Envelope (Size: 11.0" x 4.75") - 100 GSM Paper   | 1000 |             |
| 21                                   | Window Envelope (Size: 10.0" x 12") - 100 GSM Paper   | 1000 |             |
| 22                                   | Window Envelope (Size: 12.0" x 15") - 100 GSM Paper   | 1000 |             |
| 23                                   | Annual Report of the Company (in Gujarati & English) 40 pages with Title Pages: in Four Colour Printing (cover page -250 GSM) | 750  |             |
|                                      | VAT if any  |      |             |
| <b>Note:</b>                         | 1) The above rates are inclusive of Material and designing charges  |      |             |
|                                      | 2) Taxes, if any should be quoted separately  |      |             |

The tenderer will have to quote the rates for all the printing item mentioned herein above in "Annexure A". If the tenderer fails to quote the rates for the entire item, his tender would be treated as incomplete and would be rejected.

(Service Tax will be applicable)

Place:

Date:

Signature of the tenderer/agency \_\_\_\_\_

Name of the tenderer/agency: \_\_\_\_\_