

## SHORT TENDER NOTICE

**NAME OF WORK:** Bid for selection of agency for providing services for counting of the participants attending the events through CCTV cameras & other required infrastructure, on the 'World Yoga Day'.

RFP No. GIL/H&N/CSYNCA/Head Count Services/2017

Date: 07.06.2017

<b>To</b>	<p><b>Client: Commissioner, Office of Youth Services &amp; Cultural Activities, Government of Gujarat, Old Sachivalaya, Gandhinagar</b></p> <p><b>Pre-bid Meeting date: 09.06.2017, 1200 Hrs. onwards.</b></p> <p><b>Venue: Gujarat Informatics Limited</b> Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-382010</p> <p><b>Bid Due Date: 15.06.2017, 1200 Hrs.</b></p> <p><b>Bid along with the EMD &amp; Bid Processing Fees Submission at:</b> <b>Gujarat Informatics Limited</b> Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-382010 E-mail: <a href="mailto:viveku@gujarat.gov.in">viveku@gujarat.gov.in</a></p> <p><b>Un-priced Bid Opening:</b> <b>Date &amp; Time: 15.06.2017, 1300 Hrs.</b></p> <p><b>Venue: Gujarat Informatics Limited</b> Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar-382010,</p> <p><b>Bidding Agency Address:</b> <b>Gujarat Informatics Limited</b> Block No. 1, 8<sup>th</sup> Floor, Udyog Bhavan, Gandhinagar-382010 Phone No.: 079 – 23256022 Fax No.: 079 - 23238925 E-mail: <a href="mailto:viveku@gujarat.gov.in">viveku@gujarat.gov.in</a> website: <a href="http://www.gil.gujarat.gov.in">www.gil.gujarat.gov.in</a></p>
-----------	---

**Note: Please address all queries and correspondence to**

**Deputy General Manager (Tech)**  
**Gujarat Informatics Limited,**  
8<sup>th</sup> Floor, Block No.1, Udyog Bhavan,  
Gandhinagar 382010  
Phone: 23256022, 23259239  
E-mail: [viveku@gujarat.gov.in](mailto:viveku@gujarat.gov.in)

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat intends to select an agency for providing services required for counting of the participants attending the event at the selected venues, by installing CCTV cameras & other required infrastructure, on the 'World Yoga Day'.

Proposals are hereby called for from the Bidders having capability, and resources in supplying and setting up the infrastructure for providing services for head counting of the participants attending the event.

Proposal in the form of BID is requested for the service(s) in complete accordance with the documents/attachments as per following guidelines.

1. Bidder shall upload their bids on <https://www.gil.nprocure.com>  
The Bid Security and non-refundable bid processing fees in a separate sealed envelope super scribed with the bid document number to GIL office on or before due date and time.
2. The bid shall specify time schedule of various activities.
3. Bids complete in all respects should be uploaded on or before the BID DUE DATE.
4. Services offered should be strictly as per requirements mentioned in this Bid document. Please spell out any unavoidable deviations, Clause/Article-wise in your bid under the heading Deviations.
5. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
6. Bidder shall quote the prices of services as mentioned valid for minimum 90 days.
7. In case, there are few responses including a situation where only 1 bid is received or any one bidders qualify technically, GIL / GoG will go ahead based on the single bid.
8. In addition to this RFP, the following sections uploaded are part of Bid Documents.

Section - 1	Eligibility Criteria of Bidders
Section - 2	Scope of Work
Section - 3	Instructions to Bidders
Section - 4	Price Bid Format
Section - 5	Performa of Performance Bank Guarantee

**Important Dates**

1. Date & Time of Pre-bid Meeting	09.06.2017, Up to 1200 Hrs onwards
2. Last Date & Time of Submission	15.06.2017, Up to 1200 Hrs
3. Opening date and time of Bids (Un-priced bids)	15.06.2017 at 1300 Hrs
4. Bid Processing Fees (Non-refundable)	Rs. 2,500/- (Rupees Two Thousand Five hundred Only)
5. Bid Security	Rs.60,000/- (Rupees Sixty Thousand Only)
6. GIL Contact person	Deputy General Manager (Technical)

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

## **SECTION-1**

Gujarat Informatics Limited (herein after referred to as GIL), on behalf of Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat invites Bids for selection of agency for providing services required for counting of the participants attending the event at the selected venues, by installing CCTV cameras & other required infrastructure, on the 'World Yoga Day'. (RFP No. GIL/H&N/CSYNCA/Head Count Services/2017)

### ***Eligibility Criteria for the bidders***

1. The bidder should have a total sum of turnover of Rs. 50 lacs (Minimum) in the last three financial years. The copies of Audited Annual Accounts for last three years shall be attached along with the bid. **(Form no. E-1).**
2. The bidder must have one office in Gujarat. Please attach the copy of any of two of the following: Property tax bill for last year/Electricity Bills for last one year/Telephone Bills for last one year/VAT-CST Registration/Lease agreement. Failing the same may lead to the rejection of the bid. **(Form no. E2).**
3. The bidder must have experience of carrying out installation of CCTV cameras & other systems in India. The references of such installations should be clearly mentioned & documentary proof such as customer PO, customer certificate shall be attached. **(Form no. E3)**

**All the details and the supportive documents for the above mentioned criteria should be uploaded in Eligibility Section in the bid.**

#### **Note:**

Bidders who wish to participate in this bid will have to register on <https://gil.nprocure.com>. Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

## **Section - 2**

### **SCOPE OF WORK:**

Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat has planned to celebrate World Yoga Day on 21<sup>st</sup> June 2017, from 0400 hours to 0800 hours in the morning on 21<sup>st</sup> June 2017, on the selected venues in Ahmedabad City i.e. GMDC Ground, AES ground, Gujarat University Ground (Opp. to GMDC ground), etc.

In this regards, Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat intends to select an agency for providing services required for Head counting of the participants at the selected venues during the event on the 'World Yoga Day' on 21<sup>st</sup> June 2017 & providing digital evidence for the same. It is desired to avail the said services by appointing an agency to install solution which includes CCTV cameras & required infrastructure at each & every entry points / gates at the venues for performing head counts of the participants & to provide reports as well as digital evidence. At present it is envisaged that there would be 50 to 60 entry / gates at the finalized venues. The exact details of the venues & number of gates will be finalized & shared by Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat.

Successful bidder is required to provide following services:

1. Installation of the required solution infrastructure to count the participants with good accuracy at entry points / gates of the venues for counting the participants i.e. HD CCTV cameras, software, Desktop / Laptops, Network switches, cabling, etc.
2. Deploy the required skilled technical manpower / co-ordination team with adequate resources for operating & maintaining the installed infrastructure
3. Provide digital evidence i.e. HD video recording, etc. in USB hard-disk & statistics reports of number of participants attended.

This record / Digital evidence i.e. i.e. HD video recording, etc. in USB hard-disk & statistics reports of number of participants attended is required to be submitted for Guinness Book for suitable nomination. Hence, bidders having capability of providing these services with highest accuracy level & without any failure may only quote for this bid.

Successful bidder has to install the solution required infrastructure (hardware & software) at the venue in co-ordination with Commissioner, Office of Youth Services & Cultural Activities, Government of Gujarat or its designated agency.

Successful bidder shall be responsible for operating & maintaining the entire infrastructure supplied & installed for the said services during the entire event.

Successful bidder has to deploy technical manpower resources for operating & maintaining the infrastructure installed for the said services. Also, successful bidder has to deploy suitable manpower resources for carrying out smooth co-ordination of the operations on ground level during the event.

Successful bidder shall be responsible for the electrification & other necessary infrastructure required to operationalize the systems supplied & installed. Department may provide raw power & tent for seating of personnel.

On completion of the event successful bidder is required to provide following deliverables:

1. Venue wise, gate wise reports on the participants as required by department
2. Reports & Digital evidence i.e. HD video recordings, etc.
3. Raw video recordings & Video management software reports (digital evidence i.e. HD video recording, etc. in USB hard-disk & statistics reports of number of participants attended)

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

Successful bidder has to co-ordinate with various stakeholders to install the required infrastructure at the venue and take all necessary steps to make it successful. Also, Successful bidder is required to keep sufficient spares on the site to maintain smooth operations & functions of the systems.

The number of CCTV cameras to be installed at a particular Entry gate depends up on the size & width of that particular gate. Hence, it is possible that at a particular gate more than one CCTV cameras & related infrastructure would be required to be installed.

Bidders are required to quote a lump-sum rate for providing required services considering the installation of solution which includes CCTV cameras along with required infrastructure as well as manpower deployment, any other required services, etc. At present it is envisaged that there would be 50 to 60 entry gates at the finalized number of venues. However, the payment would be made on actual number of CCTV camera used & related infrastructure setup at actual number of finalized entry points / gates.

Successful bidder has to coordinate with the Commissioner, Office of Youth Services & Cultural Activities & all the stakeholders of the agencies designated by Commissioner, Office of Youth Services & Cultural Activities for the said event on ground.

The successful bidder has to ensure that their proposed infrastructure is installed & functional on the proposed venue sites latest by 20<sup>th</sup> June 2017.

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

## **Section - 3**

### ***Instructions to Bidders***

#### **1. COST OF BIDDING - BID PROCESSING FEE**

- 1.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and Government of Gujarat (GOG) / Gujarat Informatics Ltd (GIL) will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- 1.2 Bidder is requested to pay **Rs. 2,500/-** as a bid processing fee (Non refundable) in the form of demand draft in favor of "Gujarat Informatics Ltd." payable at Gandhinagar along with the EMD cover. In case of non receipt of bid processing fees & EMD the bid will be rejected by GIL/GoG as non responsive.

#### **2. BIDDING DOCUMENTS**

- 2.1 Bidder can download the bid document and further amendment if any freely available on <http://www.gil.gujarat.gov.in> and <https://www.gil.nprocure.com> and upload the same on <https://www.gil.nprocure.com> on or before due date of the tender. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

#### **3. CLARIFICATION ON BIDDING DOCUMENTS & PRE-BID MEETING**

- 3.1 Bidders can seek written clarifications on or before the pre-bid meeting date to Deputy General Manager (Tech), Gujarat Informatics Ltd., 8<sup>th</sup> Floor, Block No. 1, Udyog Bhavan Gandhinagar 382010. GIL will clarify and issue amendments if any. No further clarification what so ever will be entertained.
- 3.2 Pre-bid meeting will be held at GIL as mentioned in the bid. Bidders can seek clarifications on or before Pre-Bid meeting date to Dy. General Manager (Technical), Gujarat Informatics Ltd., 8th floor, Block no. 1, Udyog Bhavan, Gandhinagar 382010. GIL will clarify and issue amendments if any to all the bidders in the pre-bid meeting. No further clarification what so ever will be entertained after the pre-bid meeting date.

#### **4. AMENDMENT OF BIDDING DOCUMENTS**

- 4.1 At any time prior to the deadline for submission of bids, GOG / GIL, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment.
- 4.2 All prospective bidders will be notified of the amendment and such modification will be binding on them. Bidders are also requested to browse the website of GOG/ GIL i.e. <http://www.gil.gujarat.gov.in/> & <https://www.gil.nprocure.com> for further amendments if any.
- 4.3 In order to allow prospective bidders a reasonable time to take the amendment into account in preparing their bids, GOG / GIL, at its discretion, may extend the deadline for the submission of bids.

#### **5. LANGUAGE OF BID**

- 5.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and GOG / GIL shall be in English. Uploaded supporting documents and printed literature furnished by the bidder may be in another language

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

**6. SECTION COMPRISING THE BIDS**

6.1 The quotation should be scan-able and distinct without any option stated in.

6.2 The bid uploaded shall have the following documents:

**Bid Security Section:**

The Bid Security - EMD (refundable) & bid processing fee (non-refundable) to be furnished to GIL office on or before due date. The details are required to be filled in this section.

**Eligibility & Technical Section:**

- a) Clause by clause compliance statement for Scope of Work as asked in bid to be uploaded in scanned format.
- b) Compliance letter for acceptance of all terms and conditions of Bid to be uploaded in scanned format.
- c) All deviations and / or non compliance clauses shall be listed separately & uploaded.
- d) Technical Solution details

**Price bid Section:**

- a) Priced bid (in the prescribed format only)

**7. BID FORMS**

7.1 Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to upload the information in the prescribed format, the bid is liable for rejection.

7.2 For all other cases, the Bidder shall design a form to hold the required information.

7.3 GOG / GIL shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.

**8. FRAUDULENT & CORRUPT PRACTICE**

8.1 Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial noncompetitive levels and to deprive the GOG / GIL of the benefits of free and open competition.

8.2 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.

8.3 GOG / GIL will reject a proposal for award and may forfeit the E.M.D. and/or Performance Guarantee if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

**9. LACK OF INFORMATION TO BIDDER**

9.1 The Bidder shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

**10. BID PRICE**

10.1 The priced bid should indicate the prices in the format/price schedule only.

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

- 10.2 Offered price should be inclusive of all applicable taxes and levies applicable such as Excise, Sales Tax, Octroi (If applicable), Packing / Forwarding, Insurance, FOR destination (any where in the Gujarat state).
- 10.3 Discount if offered, should not be mentioned separately. It should be included in offered price.
- 10.4 Any effort by a bidder or bidder's agent / consultant or representative howsoever described to influence the GOG / GIL in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 10.5 Bidders need to quote Charges / rates for providing required services considering the installation of CCTV cameras along with required infrastructure as well as manpower deployment, any other required services, etc. Applicable service tax if any will required to mentioned separately.

**11. BID CURRENCY**

- 11.1 The prices should be quoted in Indian Rupees. Payment for the supply of equipments as specified in the agreement shall be made in Indian Rupees only.

**12. BID SECURITY / EARNEST MONEY DEPOSIT (EMD)**

- 12.1 The Bidder shall furnish, as part of the Bid, a Bid security for the amount of **Rs. 60,000/-** by demand draft in favor of Gujarat Informatics Limited payable at Gandhinagar in a separate envelope. The un-priced bid (Technical-bid) will be opened subject to the confirmation of valid Bid security and bid processing fees. EMD shall be submitted in the form of Demand Draft OR in the form of an unconditional Bank Guarantee (which should be valid for 6 months from the last date of bid submission) of All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time in the name of "Gujarat Informatics Ltd." payable at Gandhinagar (as per prescribed format given at as per prescribed format given at Annexure) and must be submitted along with the covering letter.
- 12.2 Failing to submit physical covers of EMD and bid processing fees at GIL on or before bid submission date may lead to the rejection of the bid.
- 12.3 Unsuccessful Bidder's Bid security will be refunded within thirty (30) days from the award of work to the successful bidder.
- 12.4 The successful Bidder's Bid security will be discharged upon the Bidder signing the Contract/Agreement, and furnishing the Performance Bank Guarantee.
- 12.5 The Bid security may be forfeited at the discretion of GOG/ GIL, on account of one or more of the following reasons:
  - a) The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
  - b) Bidder does not respond to requests for clarification of their Bid
  - c) Bidder fails to co-operate in the Bid evaluation process, and
  - d) In case of a successful Bidder, the said Bidder fails:
    - (i) To sign the Agreement in time
    - (ii) To furnish Performance Bank Guarantee



**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

**13. PERIOD OF VALIDITY OF BIDS**

- 13.1 Bids shall remain valid for 90 days after the date of Bid opening prescribed by GOG / GIL. A Bid valid for a shorter period shall be rejected as non-responsive.
- 13.2 In exceptional circumstances, GOG / GIL may solicit Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

**14. BID DUE DATE**

- 14.1 Bid must be uploaded by vendor not later than the date specified in the RFP.
- 14.2 The GOG / GIL may, as its discretion, on giving reasonable notice by fax, cable or any other written communication to all prospective bidders who have been issued the bid documents, extend the bid due date, in which case all rights and obligations of the GOG / GIL and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

**15. LATE BID**

- 15.1 No bidder may be able to upload or submit the bid after the bid due date/time.

**16. MODIFICATION AND WITHDRAWAL OF BID**

- 16.1 The Bidder may modify or withdraw its Bid before the due date of bid submission.
- 16.2 No Bid may be modified subsequent to the deadline for submission of bids.
- 16.3 No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the bidder's forfeiture of its Bid security.

**17. OPENING OF BIDS BY GOG / GIL**

- 17.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 17.2 The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the GOG / GIL officer at his/her discretion, may consider appropriate, will be announced at the opening.
- 17.3 Immediately after the closing time, the GOG / GIL contact person shall open the Un-priced Bids and list them for further evaluation.

**18. CONTACTING GOG / GIL**

- 18.1 Bidder shall not approach GOG / GIL officers outside of office hours and / or outside GOG / GIL office premises, from the time of the Bid opening to the time the Contract is awarded.
- 18.2 Any effort by a bidder to influence GOG / GIL officers in the decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GOG, it should do so in writing.

**19. REJECTION OF BIDS**

- 19.1 GOG / GIL's right to reject any or all bids: GOG / GIL reserves the right to reject any Bid, and to annul the bidding process and reject all bids at any time prior to award of work, without

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

**20. PRELIMINARY EXAMINATION OF BID**

20.1 Un-priced Bid documentation shall be evaluated in two steps.

20.2 Firstly, the documentation furnished by the Bidder will be examined based on the following criteria:

- (i) Compliance to bid document
- (ii) Evaluation of Eligibility Criteria & Solution Offered. (The bidder shall upload details in the bid)
- (iii) Experience in handling such projects (the bidder shall upload information in the BID)

20.3 In the second step, GoG may ask Bidder(s) for additional information, demonstration of the solution offered, visit to Bidders site and/or arrange discussions with their professional, technical faculties to verify claims made in Un-priced Bid documentation.

20.4 Priced Bid: Priced Bids will be opened only if the bids are technically qualified and fulfill the Eligibility Criteria. GoG may at its discretion discuss with Bidder(s) available at this stage to clarify contents of Priced Bid.

20.5 Choice of Firm: Final Choice of Firm shall be made on the basis of conformity to technical and operational requirements, time schedule of execution and appropriateness of priced bid from the point of view of cost competitiveness. **The quoted cost will be the criteria for the selection of the lowest bid.**

**21. PAYMENTS TERMS**

21.1 100% payment after the completion of the event & submission of the deliverables.

21.2 No Advance would be paid.

**22. SUBMISSION OF REPORTS**

22.1 The successful bidder shall submit detailed reports & deliverables as mentioned in the scope of work.

**23. PENALTY**

23.1 In case, the Successful bidder fails to install CCTV cameras & related systems as instructed by department, for each such default a penalty of Rs. 10,000/- will be deducted from final payment.

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

## **SECTION - 4**

### **Price Bid Format**

<b>Sr. No.</b>	<b>Item</b>	<b>No. of CCTV cameras</b>	<b>Unit Rate / charge (In Rs.) (without tax)</b>	<b>Total Rate / charge (In Rs.) (without tax)</b>	<b>Rate of taxes (%)</b>
1	Cost of installation of CCTV cameras along with human counting solution required infrastructure & deployment of manpower & other related services	50			

**Note:**

1. Bidders are required to consider all the efforts in terms of the infrastructure (IT, Non-IT infrastructures, Manpower resources, etc.) while quoting the unit rates / charges.
2. Bidders rates / charges should be exclusive of applicable taxes. The evaluation will be done on of without tax Total rate / charges
3. The quantity of CCTV Cameras on entry points / gates mentioned above is an estimated figure & for evaluation purpose. Whereas, the actual requirement of CCTV cameras may either increase or decrease & the payment will be done on actual.

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

## Section - 5

### Bid Processing Fees & Earnest Money Deposit Details

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft / Bank Guarantee No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

### ELIGIBILITY CRITERIA

**Form no. E1 Financial strength of the bidder**

Sr. No.	Financial Year	Turnover (Rs.)	Audited Accounts uploaded? (Yes/No)
1	2015-16		
2	2014-15		
3	2013-14		

**Note:** Please fill this form and upload the audited Annual Accounts for the last three financial years.

**Form no. E2 Office in GUJARAT**

Sr. No.	Address	Contact Person	Contact nos.	Type of supporting document attached
1				
2				

**Note:** You may mention more than one office (if applicable) by adding multiple rows which may be added by "NUMBER OF ROWS TO ADD".

**Form No. E3 Experience Details (Customer References)**

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of implementation	CCTV installations	Type of Supporting Document attached
1.						
2.						

**Note:** Please fill this form and upload the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the bid. You may add the customer references by adding multiple rows which may be added by "NUMBER OF ROWS TO ADD".



**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

**Annexure**

**Performa of Compliance letter/Authenticity of Information Provided**

**(On Non judicial Stamp paper of Rs 100/- duly attested by the First class Magistrate / Notary Public)**

Date:

To,  
**DGM (Tech.)**  
**Gujarat Informatics Ltd.**  
Block-1, 8<sup>th</sup> Floor, Udyog Bhavan,  
Sector 11, Gandhinagar

**Sub: Compliance with the Tender Terms and Conditions, Specifications and Eligibility Criteria**

**Ref: RFP No.**

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We wish to inform you that we have read and understood the technical specification and total requirement of the above mentioned bid submitted by us on **XX.XX.2017**.

We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all quoted items meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of GIL Tender Committee for disqualification will be accepted by us.

The Information provided in our submitted bid is correct. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/ PBG/cancel the award of contract. In this event, GIL reserves the right to take legal action on us.

Thanking you,

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signature: \_\_\_\_\_

(in the Capacity of) : \_\_\_\_\_

Duly authorized to sign bid for and on behalf of

\_\_\_\_\_

**Note: This form should be signed by authorized signatory of bidder**

**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

**Format of Earnest Money Deposit in the form of Bank Guarantee**

Ref:

Bank Guarantee No.

Date:

To,

**DGM (Technical)**

Gujarat Informatics Limited

8th Floor, Block -1, Udyog Bhavan,

Sector - 11, Gandhinagar - 382017

Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the RFP No. <<<<<>>> for <<<<<<>>>>> KNOW ALL MEN by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the Gujarat Informatics Limited in the sum of ----- for which payment well and truly to be made to Gujarat Informatics Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ----- day of -----2017.

**THE CONDITIONS of this obligation are:**

1. The E.M.D. may be forfeited:
  - a. if a Bidder withdraws its bid during the period of bid validity
  - b. Does not accept the correction of errors made in the tender document;
  - c. In case of a successful Bidder, if the Bidder fails:
    - (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser or
    - (ii) To furnish performance bank guarantee as mentioned above or
    - (iii) If the bidder is found to be involved in fraudulent practices.
    - (iv) If the bidder fails to submit the copy of purchase order & acceptance thereof.
    - (v) If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.

We undertake to pay to the GIL/Purchaser up to the above amount upon receipt of its first written demand, without GIL/ Purchaser having to substantiate its demand, provided that in its demand GIL/ Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 6 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that if this guarantee is extended for a period as mutually agreed between bidder & owner/purchaser, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.



**RFP No. GIL/H&N/CSYNCA/Head Count Services/2017**

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &  
Its official Address

**Approved Bank:** All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time.