



**GUJARAT INFORMATICS LIMITED**

Block No: 1, 8<sup>th</sup> Floor, Udhog Bhavan,  
Sector-11, Gandhinagar: 382 010  
Phone No: 23256022, Fax No: 23238925

**Bid for Purchase of Printers on behalf of Various  
Government Departments/ Boards/  
Corporations/Offices within the State of Gujarat**

**Tender No. HWT060917459**

**Pre Bid Meeting : 19.09.2017 at 1500 hours**

**Venue for Pre-bid :** Gujarat Informatics Limited  
Block-1, 8th Floor, Udhog Bhavan,  
Gandhinagar – 382010.

**Last Date of Receipt of Bid : 04.10.2017 till 1500 hours**

**Date of Opening of Bid : 04.10.2017 at 1700 hours**

**Bid Processing Fee: Rs. 15,000**

Gujarat Informatics Limited (hereinafter referred to as "GIL"), for Various Government Departments / Boards / Corporations / Offices for their requirement of computer hardware including peripherals intend to invite offers through E-tendering route for supply, installation and maintenance of Printers across the state of Gujarat. (Tender No. HWT060917459)

**Eligibility Criteria for the bidder:**

1. The bidder should have a total sum of turnover of Rs. 15 Crore (Minimum) in the last three financial years and the turnover of the last year should be at least Rs. 5 crores. 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 two of the following: Property tax bill/Electricity Bill/Telephone Bill/VAT/CST Registration/Lease agreement. **(Form no. E-2). In case, bidder do not have office in Gujarat, bidder should give undertaking to open office in Gujarat within 45 days from the date of empanelment.**
3. The bidder must have customer reference sites of total 200 printer installations in India. Customer references & Purchase orders must be attached along with the bid. **(Form No. E-3)**  
**OR**  
The bidder must have at least 25 reference sites each of minimum 50 machine (computer) installations or 25 customer reference sites of local area network installation (Each Purchase order should include Router/ Switch/ I/Os along with Cat 6 cable & Cable laying) in India. Customer references & Purchase orders must be attached along with the bid. **(Form No. E-3)**
4. The bidder should be authorized by its OEM for Printers to quote the bid. **(Form no. E-4).**
5. The Manufacturer of the product (OEM) should be ISO 9001:2008 Process Certified for manufacturing. ISO certificates are required for Printers **(Form No. E-5)**

**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.

**The terms and conditions are as follows:**

1. The last date of submission of bid on the website <https://gil.nprocure.com> is 1500 Hrs. **04.10.2017. No physical bids will be accepted under normal circumstances.** However, GIL reserves the right to ask the bidders to submit the bid and/or any other documents in physical form.
2. The bid is non-transferable.
3. The Bidder may quote only one option (i.e. only one product can be quoted) against each item. Bidders are required to mention make & Model of the product (Do not write "OEM" against items as bidders are expected to give make & model of the product).
4. The bidder will have to supply, install, maintain and provide **operational training of supplied hardware, Operating Software** and peripherals and carry out necessary integration at offices located all across Gujarat State.
5. In case the quoted Item is not available in the market, the bidder will have to supply Higher Version/replacement of that Item in the quoted cost in the same time duration with prior approval of GIL. No "End of Life" product should be quoted to minimize such instances till the bid validity (Make & Model quoted by the bidder should be available till the bid validity, duly supported for spares/OEM support for warranty period).
6. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GIL will in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
7. The bidder has to upload the compliance letter on its letter head duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
8. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
9. Amendment of Bidding Documents (Corrigendum)
  - 9.1 At any time prior to the deadline for submission of bids, GIL may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
  - 9.2 The corrigendum will be published on website <https://gil.nprocure.com> & [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in).
  - 9.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GIL, at its discretion, may extend the deadline for the submission of bids.
10. Bid Currency – Prices shall be quoted in Indian Rupees only.
11. The Bidder will have to remit **Non refundable Bid Processing Fees of Rs. 15,000/- & Earnest Money Deposit (E.M.D.) of Rs. 4,00,000/-** on or before **04.10.2017** up to 1500 hours in a sealed cover at GIL office with the heading "**Bid Processing fees & EMD for the e-Tender No. HWT060917459 Purchase of Printers on behalf of Various Government Departments/ Boards/ Corporations/Offices within the State of Gujarat.**"
  - o Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Informatics Ltd." payable at Gandhinagar along with the covering letter.
  - o EMD as mentioned above, shall be submitted in the form of **Demand Draft OR** in the form of an **unconditional Bank Guarantee** (which should be valid up to validity of Bid + 90 days) 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/10/2016/328/DMO dated 01.05.2017 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 A**) and must be submitted along with the covering letter.

**Please affix the stamp of your company on the overleaf of in case of demand draft.**

**Note:** Failing to submit physical covers of EMD and bid processing fees at GIL on or before **04.10.2017** up to 1500 hours may lead to the rejection of the bid.

12. In case of non-receipt of Bid Processing fees & EMD as mentioned above within prescribed time the bid will be rejected by GIL as non-responsive.
13. Unsuccessful/Disqualified bidder's E.M.D. will be returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value as prescribed by GIL, whichever is earlier.
14. In exceptional circumstances, GIL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its E.M.D. A Bidder granting the request will not be permitted to modify its bid.
15. **The Successful bidder has to submit copy of each purchase order, acceptance of purchase order & copy of PBG , offer of the material for inspection at GIL office.**
16. The Successful bidder has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of Purchase order (for warranty period + extra 3 months) from 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/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith).
17. Successful bidders will have to sign the contract upon receiving the Purchase order with the purchaser(s) within 15 working days from the date of Purchase order. (The draft of the Contract form is attached herewith)
18. **The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value, offer of inspection of the ordered material, submission of warranty certificates as asked in the bid and after completion of bid validity whichever is later.**
19. The E.M.D. may be forfeited:
  - (a) if a Bidder withdraws its bid during the period of bid validity
  - (b) In case of a successful Bidder, if the Bidder fails:
    - (i) If the bidder is found to be involved in fraudulent practices.
    - (ii) If the bidder fails to submit the copy of purchase order & acceptance thereof.
    - (iii) "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
20. Termination for Default
  - 20.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder (after providing notice/cure period of 30 days), terminate the Contract in whole or part
    - a) if the bidder fails to deliver any or all of the Goods within the time limit as mentioned in the bid, or within any extension thereof granted by the Purchaser or
    - b) if the Bidder fails to perform any obligation(s) under the Contract/Purchase order.
    - c) If the Bidder, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value of influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice : a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;”

- 20.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause 21.1 above, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Bidder shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Bidder shall continue the performance of the Contract to the extent not terminated.
21. Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
22. The prices shall strictly be submitted in the given format. Quoted prices shall be without GST. The tax (GST) components as applicable shall be mentioned separately in the respective columns. Successful Vendor will have to supply/provide goods with an Invoice from a place located within State of Gujarat.
23. Late Bids – The bidder will not be able to submit the bid after final submission date and time.
24. Modification and Withdrawal of Bids
- 24.1 No bids will be allowed to be modified subsequent to the final submission of bids.
- 24.2 No bid will allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder's E.M.D.
25. Bids will be opened with the buyer's private digital key in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register/attendance sheet evidencing their attendance. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process. In the absence of the bidder(s), the tender committee may choose to open the bids as per the prescribed schedule.
26. The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant E.M.D. and such other details as GIL/GOG officer(s) at their discretion, may consider appropriate, will be announced at the opening.
27. As per the provision in Electronics & IT/ITeS Start-up Policy Resolution No. ITS/10/2015/5284/IT dated 6th June, 2016 issued by Department of Science & Technology; in e-Governance project undertaken by Government Departments or its Boards, Corporations or parastatal bodies getting grants from the Government, the chosen solution provider or system integrator will pass on job work or will outsource part of the work of a value ranging between 5% to 10% of the contract value to the eligible start-ups and to students of shortlisted Technical Colleges in Gujarat. In such arrangements, the responsibility of meeting SLAs (Service Level Agreements) will continue to belong to the solution provider or the system integrator.
28. **Evaluation of the bids:** After the closing time of submission, GIL/GOG committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next. The financial bid of the technically qualified bidders will be opened and financially L1 bidder will be decided from the sum total of prices for all line items without tax with warranty and then called for further negotiations if required.
29. Inspection will be done at customer sites or at GIL office in the manner as decided by GIL before delivering to the respective sites or at customer sites. The cost of the same has to be borne by the supplier. Any deviation found in the specification of the produced goods from the tender specification will lead to the cancellation of the order, forfeiture of EMD and prohibition in the participation in the future purchase of Government of Gujarat. GIL/GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit. At the time of inspection, Bidder is required to produce OEM's confirmation on OEM's Letter head with Sr. nos. of Equipment, for back to back warranty support as per tender terms & conditions.

30. **Delivery & installation:** Within 45 Working days from the date of purchase order at respective site/locations.

- **For Cartridge:** Within 7 working days from the date of purchase order at respective site/locations.

**Note:** For Cartridge, if the bidder fails to deliver Cartridge within 7 working days from the issue of the purchase order at respective site/locations, then a sum equivalent to one percent (1 %) of the order value shall be deducted from the payment for each calendar week of delay or part thereof. The amount of penalty for delay in delivery of Cartridge shall be subject to a maximum limit of 10% of the order value.

31. In case of successful bidder is found in breach of any condition(s) of bid or supply order/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the successful bidder and EMD/PBG shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided by Govt., for further dealings with GoG.

32. Bids shall be valid up to **31.03.2018**. A bid valid for a shorter period shall be rejected as non-responsive. **If required, GIL may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.**

33. Bidder must ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipments within 48 hrs. Bidder is required to provide the name & address & contact details of the firm for providing warranty support & repairing cum replacement service up to delivery locations.

**34. Penalty Clause for delay in delivery & installation**

- 34.1** If the bidder fails to deliver and install the requisite hardware and software within the time limit as mentioned in the bid, then a sum equivalent to one percent (1 %) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.
- 34.2** The amount of penalty for delay in delivery & installation shall be subject to a maximum limit of 10% of the total contract value.
- 34.3** Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.
- 34.4** In case, the selected bidder does not supply the ordered items for any reason, the bidder will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department has to pay to the next or other selected bidder for purpose of the said items.

**35. Warranty :**

- ✓ Comprehensive onsite warranty for 3 years from the date of installation all types of Printers.
- 35.1** If any systems/s gives continuous trouble, say more than 3 times in one month during the warranty period, the bidder shall replace the systems with new system without any additional cost to the purchaser.
- 35.2** Maintenance service: Free maintenance services shall be provided by the Bidder during the period of warranty.
- 35.3** In case, bidder is not providing satisfactory support & doing unwarranted delay in providing warranty support, Government offices reserves right to repair the equipment at risk & cost of the bidder.
- 35.4** For Printer Cartridge supplied with printer, used for printing, the good quality of cartridge is required to be supply. In case of cartridge will not good or have some issue/problem, then bidder will have to replace the same by supplying new cartridge at free of cost.

**Operational/Warranty period Penalty:**

- 35.5** During warranty period, if the complaint is not resolved within 72 hours the penalty of Rs. 200 per day for printer will be levied. However, if the complaints not resolved within 7 days then from 8<sup>th</sup> day to 14<sup>th</sup> day, penalty would be levied @ 150% and from 15<sup>th</sup> day onwards penalty @ 200% of the above rates

would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.

- 35.6 The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 5% of the total contract value.

Note: Successful bidder should submit the Performance Bank Guarantee @ 5% of total order value for the duration of (for warranty period + extra 3 months) as per bid requirements. In any case, bidder is required to maintain 5% PBG at all time during the period of contract. In case of any penalty claimed from the submitted PBG during the contract period, the successful bidder is required to submit the additional PBG of the amount equal to the penalty claimed for the duration up to the validity of original Bank Guarantee.

For example, For 3 years warranty "X" amount of penalty will be claimed during the 5th month of contract period ( for , then bidder is required to submit the additional PBG of "X" amount for the period of 34 months i.e. 39 months - 5 months.

- 35.7 The Bidder/System Integrator will be required to co-ordinate with software vendor and/or do liaisoning with other service provider to achieve the end-to-end connectivity (if applicable). This also includes LAN/WAN technologies implementation.

36. **Payment:** Payment for Goods and Services shall be made by the Indenting Department in Indian Rupees as follows:

**36.1** No advance payment will be made.

**36.2** ***90% payment after successful inspection and delivery of the ordered goods. The inspection will be done as decided by GIL.***

**36.3** ***Remaining 10% payment will be made after successful installation & commissioning of the ordered goods.***

***For Cartridge, 100% payment will be made after delivery of goods.***

37. GIL reserves the right to change any bid condition at any item even after inviting the bids, with/without prior notification.

38. GIL's Right to accept any Bid and to reject any or all Bids – GIL reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to awarding the Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for such decision.

39. The tendered quantities are estimated based on the receipt of the requirement from various Government offices. The quantities may decrease up to 50% of the bid quantity or increase up to 30% of the bid quantity at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.

40. All correction/addition/deletion shall require authorized countersign.

41. **Limitation of Vendor's Liability:** Selected agency's liability shall be capped 20% of contract value plus other measures if defaults and QoS failures continue.

42. **FALL CLAUSE:**

The prices charged for the material supplied under the Bid by the bidder shall in no event exceed the lowest price at which the bidder sells the material or offer to sell material of identical description to any person(s)/organization(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Bid is completed.

If at any time during the said period, the Bidder reduces the Sale price, sells or offers to sell such material to any person(s)/organization(s) including the Purchaser or any Statutory undertaking of the Central or a State Government,



as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to GIL/Indenting Dept. and the price payable under the Contract for the material supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced. The above stipulation will, however, not apply to:

- ✓ Export/deemed Export by the bidder
- ✓ Sale of Goods as Original Equipment prices lower than the price charged for normal replacement.
- ✓ Sale of goods at lower price on or after the date of completion of sale/placement of order of goods by the authority concerned, under the existing or previous Bids as also under any previous contracts entered into with the Central or the State Government Departments including new undertakings (excluding joint sector companies and or private parties) and bodies

43. Force Majeure Shall mean and be limited to the following:

- a) War / hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the BIDDER.

The BIDDER shall advise GIL by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, GIL reserves the right to cancel the order.

Completion period may be extended to circumstances relating to Force Majeure by the GIL. Bidder shall not claim any further extension for completion of work. GIL/GoG shall not be liable to pay extra costs under any conditions.

The BIDDER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the BIDDER shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the BIDDER without being subject to price reduction for delayed delivered, as stated elsewhere.

It will be prerogative of GIL/GoG to take the decision on force major conditions and GIL/GoG decision will be binding to the bidder.

Pre-bid meeting will be held at Gujarat Informatics Ltd, Gandhinagar as mentioned in the bid. Bidders can seek clarifications on or before **5 days** prior to Pre-bid meeting date to DGM (Tech.), 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.

The bid should be submitted on the website <https://gil.nprocure.com> on or before 1500 Hours, **04.10.2017**:

Please address all queries and correspondence to

Shri Vivek Upadhyay, DGM (Tech.), Gujarat Informatics Limited  
Block-1, 8<sup>th</sup> Floor, Udyog Bhavan,  
Gandhinagar – 382010  
Phone No. : (079)23259539  
Fax: (079)23238925  
E-mail: [viveku@gujarat.gov.in](mailto:viveku@gujarat.gov.in)

Fax/email should be followed by the post confirmation copy.



**SECTION I**

**Bid Processing Fees & Earnest Money Deposit Details**

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

**ELIGIBILITY CRITERIA**

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

Financial Year	Turnover (Rs. In Crores)	Audited Accounts uploaded? (Yes/No)

**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	No. of Installations	Type Supporting Document attached

**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".**

**Form no. E4 Authorization Letters**

Item	Make & Model	Name of OEM	Authorization letter attached? (Yes/No)
A4 Size Mono Laser Printer - 1			
A4 Size Mono Laser Printer -2			
Multifunction Laser Printer			
A4 size Color Laser Printer			

**Form no. E5 ISO 9001:2008 certification for Manufacturing**

Item	Make & Model	Name of OEM	ISO certification valid up to	ISO certification uploaded? (Yes/No)
A4 Size Mono Laser Printer - 1				
A4 Size Mono Laser Printer -2				
Multifunction Laser Printer				
A4 size Color Laser Printer				

**Note: You may quote only one option against any item.**

**SECTION II**

**Make & Model List**

Item	Make & Model	Supporting Document attached? (Yes/No)
A4 Size Mono Laser Printer - 1		
A4 Size Mono Laser Printer -2		
Multifunction Laser Printer		
A4 size Color Laser Printer		

**Note: You may quote only one option against any item.**

**Form no. T2 (TECHNICAL MINIMUM SPECIFICATIONS)**

**SECTION -1 (Laser Printers , MFP and Color laser printer)**

Sr. No.	Item	Matched/ Not Matched	Deviation/ Remarks (If any)
<b>A4 Size Mono Laser Printer – 1</b>			
1	Min. 24 ppm in A4 size, 600 X 600 dpi Resolution, Minimum 450 MHZ Printer Processor Minimum 64 MB RAM, Post script/PCL support OR equivalent, Full network duplex printing, USB and inbuilt Network connectivity duty cycle: should have min.30000/month <b>OS Compatibility : Windows, Linux</b> (Note : Quoted Printer must be supplied along with cartridge)		
1.1	Commercial Cartridge for printing total 15,000 pages for above A4 Size Mono Laser Printer – 1 ( please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead)		
<b>A4 Size Mono Laser Printer – 2</b>			
2	Min. 30 ppm in A4 size, 1200 X 1200 dpi resolution, Minimum 450 MHZ Printer Processor Min. 64 MB RAM, Post Script/PCL support OR equivalent, Full network duplex printing, USB and in-built Network connectivity, duty cycle: should have min.50000/month <b>OS Compatibility : Windows, Linux</b> (Note : Quoted Printer must be supplied along with cartridge)		
2.1	Commercial Cartridge for printing total 15,000 pages for above A4 Size Mono Laser Printer – 2 ( please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead)		
<b>Multifunction Laser Printer</b>			
3	Print – 18 ppm for A4 size, 1200 dpi effective resolution; Copy – 14 cpm for A4 size, 600*400 dpi resolution, Min. 8 MB RAM; Scan – 600*600 dpi optical resolution, color scanning should be possible, USB connectivity Minimum 400 MHZ Printer Processor <b>OS Compatibility : Windows, Linux</b> (Note : Quoted Printer must be supplied along with cartridge)		
3.1	Commercial Cartridge for printing total 15,000 pages for above Multifunction Laser Printer-1 ( please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead)		
<b>A4 Color Laser Printer</b>			
4	14 ppm in color and black, Full network duplex printing, Minimum 200 MHZ Printer Processor		

	Min. 64 MB RAM, USB and inbuilt network connectivity <b>OS Compatibility : Windows, Linux</b> (Note : Quoted Printer must be supplied along with cartridge)		
4.1	Commercial Cartridge for printing total 15,000 pages for above A4 Color Laser Printer ( please submit Model / Part no. of quoted Commercial Cartridge on OEM letterhead) Note : A complete unit set of Color cartridge must be quoted(C/Y/M/K)		
<b>Note:</b>			
1	<b>For all printers, please upload the OEM undertaking for the clarity on what parts will be covered under the warranty and what parts are excluded.</b>		
2	<b>Please upload the OEM under taking letter which clarify that cartridges to be supplied with the printers is starter or full with no. of Pages can print.</b>		
3	<b>For all printers OEM letter is required with Sr. Nos. of Goods/Items supplied certifying back to back warranty as per the tender terms &amp; conditions.</b>		
4	<b>For all types of Printers warranty assured by bidders should be reflected on OEMs website/portal ( Please upload OEM undertaking letter)</b>		

**SECTION III**

**Form no. F1 – FINANCIAL BID FORMAT**

Sr. No	ITEM	Qty. (In Nos.)	Unit Prices with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1	A4 Size Mono Laser Printer - 1	1500			
1.1	Total cost of Commercial Cartridges for printing total 15,000 pages for above A4 Size Mono Laser Printer – 1	1			
2	A4 Size Mono Laser Printer -2	100			
2.1	Total cost of Commercial Cartridges for printing total 15,000 pages for above A4 Size Mono Laser Printer – 2	1			
3	Multifunction Laser Printer	250			
3.1	Total cost of Commercial Cartridges for printing total 15,000 pages for above Multifunction Laser Printer	1			
4	A4 size Color Laser Printer	10			
4.1	Total cost of Commercial Cartridges for printing total 15,000 pages for above quoted A4 size Color Laser Printer Note : A complete unit set of Color cartridge must be quoted(C/Y/M/K)	1			
Grand total					

**Note**

1. L1 will be the lowest sum total of rates of all line items without tax with warranty.
2. Successful Vendor will have to supply/provide goods with an Invoice from a place located within State of Gujarat
3. For all above mentioned printers, in unit rates, bidder has to quote total rates of total no.s of cartridges which can print total 15,000 pages. Bidder will have to upload undertaking letter for no. of cartridges quoted to print total 15,000 pages



GUJARAT INFORMATICS LIMITED  
BLOCK NO.-1, 8<sup>TH</sup> FLOOR, UDYOG BHAVAN, SECTOR-11, GANDHINAGAR

**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,  
Udhyog Bhavan, Gandhinagar.

**Sub: Compliance with the tender terms and conditions, specifications and Eligibility Criteria**

**Ref: Tender no. HWT060917459**

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 **DD.MM.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**



**Annexure A**

**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 Tender no: HWT060917459 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 the validity of Bid + 90 days. 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.

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.





GUJARAT INFORMATICS LIMITED  
BLOCK NO.-1, 8<sup>TH</sup> FLOOR, UDYOG BHAVAN, SECTOR-11, GANDHINAGAR

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/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time



**Proforma of Contract-cum-Equipment  
Performance Bank Guarantee**  
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To  
Name & Address of the Purchaser/Indenter

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. \_\_\_\_\_ having Principal Office at \_\_\_\_\_ (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of \_\_\_\_\_ by issue of Purchase Order No. \_\_\_\_\_ Dated \_\_\_\_\_ issued by Gujarat Informatics Ltd. Gandhinagar for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, \_\_\_\_\_ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) to the OWNER/PURCHASER on demand at any time up to \_\_\_\_\_ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

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.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and it shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.



GUJARAT INFORMATICS LIMITED  
BLOCK NO.-1, 8<sup>TH</sup> FLOOR, UDYOG BHAVAN, SECTOR-11, GANDHINAGAR

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

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

\_\_\_\_\_

For & on Behalf of

Name of the Bank & Branch &  
Its official Address

List of approved Banks

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/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time



**CONTRACT FORM**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 \_\_\_\_ Between \_\_\_\_\_ (*Name of purchaser*) of \_\_\_\_\_ (*Country of Purchaser*) hereinafter "the Purchaser" of the one part and \_\_\_\_\_ (*Name of Supplier*) of \_\_\_\_\_ (*City and Country of Supplier*) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., \_\_\_\_\_ (*Brief Description of Goods and Services*) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of \_\_\_\_\_ (*Contract Price in Words and Figures*) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
  - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
  - 2.2 terms and conditions of the bid
  - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure :

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Purchaser)

in the presence of \_\_\_\_\_

Signed, Sealed and Delivered by the

said \_\_\_\_\_ (For the Supplier)

in the presence of \_\_\_\_\_