



GUJARAT INFORMATICS LIMITED

Block No: 2, 2nd Floor, Karmayogi Bhavan,
C & D Wing, Sector-10, Gandhinagar: 382 010
Phone No: 23256022, Fax No: 23238925

**Bid for Selection of Agencies for “Establishment and
Running of Electronic Registration Center” for 287
SR offices across Gujarat State on behalf of
Inspector General of Registration, Gandhinagar.**

(Tender No. SWT220922216)

Bid Processing Fees: Rs. 17,700/- (Including G.S.T.) (Non-Refundable)
Earnest Money Deposit: Rs. 10,00,000/- per zone (Refundable)
**(Original self-declaration Affidavit shall be submitted along with EMD & Bid
processing fees physically at GIL)**

Pre-bid meeting : 01.10.2022 on 1500 hours

Last Date of Submission of Bid : 14-10-2022 till 1500 hours

Last Date of Submission of Bid Processing Fees & EMD: 14.10.2022 till 1500 hours

Date of Opening of Technical Bid : 14-10-2022 on 1600 hours

Bid Processing Fee: Rs. 17,700

Gujarat Informatics Limited (hereinafter referred to as "GIL"), intend to invite offers through e-Tendering route for Selection of Agency for "Establishment and Running of Electronic Registration Center" for 287 SR offices across Gujarat State on behalf of Inspector General of Registration, Gandhinagar (**Tender no. SWT220922216**).

Please note that this bid document is not for actual award of contract/ work order but to call the rates as per the financial bid for Selection of Agency for Establishment and Running of Electronic Registration Center" for 287 SR offices across Gujarat State on behalf of Inspector General of Registration (**Tender No: SWT220922216**). Actual award of contract will follow the conditions as per this document. This document is given for enabling the bidders to know the tender conditions so as to guide them in filling up the eligible and financial bid for Selection of Agency for Establishment and Running of Electronic Registration Center" for 287 SR offices across Gujarat State on behalf of Inspector General of Registration, Gandhinagar.

The bidders may download the tender document from website of **Gujarat Informatics Limited** (www.gil.gujarat.gov.in) as well as from <https://gil.nprocure.com>.

Bid Processing Fee	Rs. 17,700 /-
Last date, time for Submission of queries on dgmapp-gil@gujarat.gov.in hirenp@gujarat.gov.in	01.10.2022 up to 1500 hrs.
Date, Time & Place of Pre-bid meeting	01.10.2022 at 1500 hrs. Gujarat Informatics Ltd., Block no. 2, 2 nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar.
Last date, time for Online Submission of bids online	14.10.2022 up to 1500 hrs.
Date, time and place for Opening of Technical Bids	14.10.2022 at 1600 hrs. Gujarat Informatics Ltd., Block no. 2, 2 nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar.
Address for communication	Gujarat Informatics Ltd., Block no. 2, 2 nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar.
Earnest Money Deposit	Rs. 10,00,000/- per zone (No relaxation to anyone including SSI/MSME/Startup units)
Last date & Time for submission of EMD & Bid Processing Fees in GIL (Physical) along with Affidavit as given format	14.10.2022 up to 1500 hrs.
Validity of Tender	180 +-Days
Contact Person	DGM (App.), Gujarat Informatics Ltd.

The bidder can bid for one zone or more than one zone. However, the contract will be awarded for only one zone to the L1 bidder as per the formula given in the Annexure-8.

The lists of zones and the priority for opening of the financial bid are as mentioned below.

Sr. No.	Name of Zone	Priority for opening of financial bids	Willingness (Please indicate 'Yes' or 'No' clearly)
1	Zone-1: Rajkot	1	
2	Zone-2: Bhavnagar	2	
3	Zone-3: Ahmedabad	3	
4	Zone-4: North Gujarat	4	
5	Zone-5: Central Gujarat (Vadodara)	5	
6	Zone-6: South Gujarat (Surat)	6	

Bids will be opened in the presence of Tender Committee members whoever are present as well as Bidders' or their representatives who choose to attend on the specified date and time. The Tender committee has been empowered to take the final decision regarding the Tender.

In the event of the date specified for receipt and opening of bid being declared as a holiday for INSPECTOR GENERAL OF REGISTRATION, GANDHINAGAR office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

The eligibility/Qualification Criteria is as below:

1. The Service provider should have at least 5 years of experience in terms of document management imaging & transmission for a sufficiently large number of documents/record (DMS). Attach Certificate of Incorporation and old work order with client certificate.
2. Total turnover of the firm should be at least Rs. 10 Crores during each of last three financial years (i.e. 2018-19, 2019-20 & 2020-21). The bidder must attach Statutory Auditor's Certificate Certifying the turnover of Rs. 10 Crores in each of last three years or cumulative of Rs. 30 Crores in last three years as on 31st March, 2021 from document management services including scanning, data entry by providing IT infrastructure & manpower. Only providing manpower services will not be considered. Bidder should have to upload the copies of the audited Balance sheet and profit and loss accounts.
3. The bidder must have positive net worth and should be Profit making. The bidder must have positive average net worth of at least of Rs. 1 Cr. during the last three financial years as on 31st March, 2021. Bidder should have to upload the copy of the certificate from Chartered Accountant reflecting net worth.
4. The bidder should have ISO 9001:2015 certification for "Data Entry/Scanning/Digitization and related services".
5. The bidder should have executed at least 3 Data Entry/ Scanning projects during last five years (at list one out of it for Govt. and Semi Govt.) as on 31st March, 2022 with minimum order value of Rs. 25 lacs in each. Copy of the work order of the same must be attached.
6. The Service provider must have experience in document handling of around 12,50,000 pages per annum in each of last 3 years. The necessary documents must be uploaded (work order, Work completion certificate etc.).
7. 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. (Self-Declaration shall be attached)
8. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority.
9. Consortium should not be allowed. (Self-declaration shall be attached)
10. If the existing private firms working at the IGR office participate in the tender, they will be referred to the IGR, a certificate of good performance must be obtained from the office and or has worked before, if there is no such certificate or it is negative than the company will not be able to participate in the tender.

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. 14.10.2022. No physical bids will be accepted under normal circumstances.** However, IGR/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 can bid for one zone or more than one zone. However, the contract will be awarded for only one zone to the L1 bidder as per the formula given in the Annexure-8. Incomplete bids will be treated as non-responsive and will be rejected.**
- 4 The bidder will have to setup the required equipment's and related peripherals and carry out necessary integration at various SR Offices as mentioned of the Gujarat State (all equipment technical thing should be new) certificate of it.
- 5 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.
- 6 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.
- 7 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.
- 8 Amendment of Bidding Documents (Corrigendum)
 - 8.1 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.
 - 8.2 The corrigendum will be published on website <https://gil.nprocure.com> & www.gil.gujarat.gov.in.
 - 8.3 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.
- 9 Bid Currency – Prices shall be quoted in Indian Rupees only.
- 10 Documents Establishing Good's Eligibility and Conformity to Bidding Documents.
 - The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services, which the Bidder proposes to supply under the contract. GARVI related software is developed by NIC. So, application software is not required.
 - The documentary evidence of conformity of goods and services to the bidding documents may be in the form of literature, drawing and data, and shall consist of a detailed description of the essential technical and performance characteristics of the goods; (It can be given by the bidder on its letter head).

- The Bidder shall note that standards for workmanship, material and equipment, and references to International brand names or catalogue numbers designated by the Tendering Authority in its Technical Specifications are intended to be descriptive only and not restrictive.
- 11 **The Bidder will have to submit Nonrefundable Bid Processing Fees of Rs. 17,700/- and Earnest Money Deposit (E.M.D.) of Rs. 10,00,000/- per zone in a sealed cover at GIL office with the heading "Bid Processing fees & EMD for the e-Tender No. SWT220922216 for Selection of Agency for Establishment and Running of Electronic Registration Center" for 287 SR offices across Gujarat State on behalf of Inspector General of Registration, Gandhinagar."**
- ✓ 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. Please affix the stamp of your company on the overleaf of demand draft.
 - ✓ EMD shall be submitted in the form of **Demand Draft OR** in the form of an **unconditional Bank Guarantee (which should be valid for 12 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/4/2022/0002/DMO dated 20.05.2022 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.
- Note:** Failing to submit physical covers of EMD and bid processing fees along with Original Affidavit at GIL on or before **14.10.2022 up to 1500** hours may lead to the rejection of the bid.
- 12 In case of non-receipt of Bid Processing fees & EMD along with Original Affidavit 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 @ 10% of the total order value as prescribed by GIL, whichever is earlier.
- 14 In exceptional circumstances, IGR/GIL may solicit the Bidder's consent to an extension of the period of validity of the project work. 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 Performance Bank Guarantee @ 10% of total order value within 15 days from the date of issue of Purchase order (for the contract period + 3 months) 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/4/2022/0002/DMO dated 20.05.2022 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith). In case of poor and unsatisfactory services, IGR shall invoke the PBG.
- 16 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)
- 17 The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, furnishing the Performance Bank Guarantee @ 10% of the total order value.

- 18 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."
- 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) To sign the Contract as mentioned above 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.
- 20 Termination for Default
- 20.1 The IGR may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or part:
- a) if the bidder fails to deliver any or all of the Goods & services within specified days from the date of purchase order, 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.

In Circumstances mentioned in a, b, c above IGR may exercise the following option: -

- (1) Direct the agency to leave the Hardware/Software and Furniture in the offices of the Sub-Registrar and terminate the Contract.

In case of premature termination of Contract for no fault of Supplier IGR may exercise the following options: -

- (1) Direct the agency to take back the Hardware and without any additional compensation.
- (2) Direct the agency to leave behind the Hardware & pay him the cost of Hardware less the depreciation as per the Income Tax Act / Rules. The IGR may consult GIL as to the genuine cost of Hardware. IGR may also take suitable decision as to the system/platform software in consultation with GIL.

For the purpose of this clause:

"Corrupt practice" means the offering, giving, receiving or soliciting of anything 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 19.1 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.

- 20.3 In case of rejection / termination by private firms for any reason or circumstance during the tender period, the tender has to be awarded to one of the private firms operating during that period at the same price and all its powers rest with IGR.
- 21 Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
- 22 Prices shall be in Indian Rupees. The prices shall strictly be submitted in the given format. The tax (GST) components as applicable shall be mentioned separately in the respective columns.
- 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 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 **Evaluation of the bids:**
1. Inspector General of Registration/GIL will open all bids (only Technical Bids at the first instance) through the e-Tendering website of <https://gil.nprocure.com>, in the presence of Bidder or his representative who choose to attend, and at the following address: Gujarat Informatics Ltd., Block No.2, 2nd Floor, Karmayogi Bhavan, Gandhinagar.
 2. The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the tendering Authority, the Bid shall be opened at the appointed time and location on the next working day.
 3. The Bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite bid security and such other details as Inspector General of Registration, at his discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the bidders.
 4. Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the Bidders.
 5. Financial Bids of only those bidders who qualify on the basis of evaluation of technical bid & Demonstration will be opened in the presence of the qualified bidders or their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

6. L1 will be decided on as per the formula given in the **Annexure- 8**.
- 28 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 Contract period, the legal action as per rules/laws, shall be initiated against the empanelled 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.
- 29 If the successful bidder fails to execute the work, agency shall be de-barred for five years and remaining work will be completed to next lower rate bidder and cost would be borne by failure agency.
- 30 Incomplete bids will be treated as non-responsive and will be rejected.
- 31 Successful bidder should submit the Performance Bank Guarantee @ 10% of total order value for the duration of (for three months) as per bid requirements. In any case, bidder is required to maintain 10% 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.
- 32 IGR/GIL reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
- 33 IGR/GIL's Right to accept any Bid and to reject any or all Bids – IGR/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.
- 34 Period of Validity of Bids
- Bids shall be valid for 180 days (minimum) after the date of bid opening. The Tendering Authority shall reject a Bid valid for a shorter period as non-responsive.
 - In exceptional circumstances, the Tendering Authority 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.
- 35 Extension of Contract
- The contract period is initially for a period of 3 years, which is extendable for another 2 years based on the performance of the successful bidder. The performance of the bidder will be reviewed by GIL/IGR periodically.
 - After the term of this contract IGR may consider, granting an extension to the same agency or may terminate the contract & call for fresh Tenders.
 - In case of termination of contract, the agency will be responsible for transferring all the data from their machines to the new set of machines of IGR.
- 36 IGR reserves the right to increase or decrease by 15% of quantity of services originally specified in the schedule of Requirements (rounded off to the next whole number) without change in other terms and conditions, at the time of awarding the Contract.
- 37 All correction/addition/deletion shall require authorized countersign.
- 38 Limitation of Liability: In no event shall either party be liable for any indirect, incidental, consequential, special or punitive loss or damage including but not limited to loss of profits or revenue, loss of data, even if the party shall have been advised of the possibility thereof. In any case,

the aggregate liability of the bidder, whatsoever and howsoever arising, whether under the contract, tort or other legal theory, shall not exceed the total charges received as per the Contract, as of the date such liability arose, from the Purchaser, with respect to the goods or services supplied under this Agreement, which gives rise to the liability.

39 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.

40 Bidders can seek written clarifications at least 5 days before the date of submission of Bid to Deputy General Manager (App.), Gujarat Informatics Ltd., Block No. 2, 2nd Floor, Karmayogi Bhavan Gandhinagar 382010. GIL will clarify and issue amendments if any. No further clarification what so ever will be entertained.

The bid should be submitted on the website <https://gil.nprocure.com> on or before 1500 Hrs., **14.10.2022**.

Please address all queries and correspondence to

Dr. Vrutik Shah, DGM (App.),
Gujarat Informatics Limited
Block No. 2, 2nd Floor, Karmayogi Bhavan,
C & D Wing, Sector-10 Gandhinagar – 382010
Phone No. 079-23255950, Fax No. 079-23238925
E-mail: dgmapp-gil@gujarat.gov.in & hiren@gujarat.gov.in

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

SECTION I - Scope of Work

Scope of Work: For computerization of entire process of document registration including auto mutation of entries, it shall be the responsibility of the agency to: -

- A. Provide all the requisite Hardware and Peripherals as mentioned in this document required to meet the desired service standards. In addition to provide required IT Infrastructure for registration process, the bidder is also required to give the desktop computer system (with dual screen) to each Sub registrar.
- B. Deploy require Hardware to various locations; ensure Installation & commissioning of the setup. **Currently, there are 287 existing locations. However, the bidder will be responsible to establish the additional centers, if added in future.**
- C. The SP shall be responsible to upload on server and to take back up of scanned documents on daily basis in the external hard drive at each SRO. However, the data entry operator will verify, compare and edit the online data entry made by the party along with the original documents, thumb impression and photo will be uploaded on the central server automatically.
- D. The SP shall be responsible to take back up of scanned documents on Monthly basis in the external hard drive at each IR/AIGR office.
 - Respective sub-registrar will be custodian of backup hard drive.
 - Scanned document is permanent records. It should be made available in permanent bases.
 - Once data is uploaded on server and confirmed by concern officer, then backup data may be recycled. Scanned document data should not be corrupted till uploaded.
 - No server required at each SRO. The data entry will be done in centralized application hosted in GSDC.
 - Application is to be provided by NIC.
- E. Maintain the hardware regularly up to predetermined standards.
- F. The hardware infrastructure should be upgraded every year throughout the entire contract period.
 - This is applicable to hardware and software required at each SRO for specified activities.
 - Up gradation of the hardware & software has to be done every year at the cost of bidder. Hence, the bidders have to quote accordingly.
- G. Providing antivirus kits.
 - Computer provided by the vender, it is purely for office purpose only. The system will get effected by virus when any other software is used or installed in system.
- H. Keep the set up at all locations functional and operational.
- I. Install all requisite software at various locations and provide software up gradation whenever necessary. **The Department will provide the Application Software module for Registration.**
 - Application software would be centralized and the access of the same will be provided at each SRO. Only, the software which are required to run the computer including antivirus software need to be upgraded for better performance.
 - It is Web based software. NIC will give the training and access too.
- J. Provide Furniture as per standard design and layout.
- K. Provide Consumables as per requirement regularly.
- L. Provide telephone lines wherever required for own usages, if required.
- M. Provide all the requisite licensed software (Operating system, RDBMS, etc.) to operate the systems. All software Licenses should be Genuine, Perpetual for **three years** or entire period of Contract. Licenses of the software should be in the name of SP but license documents should be in the custody of IGR office till the contract is expired.
 - GARVI is centralized system software and data is stored in central server. So, RDBMS is not required. (if any amendment made by IGR than action has to be taken accordingly)

- Every computer should have OS. (At present, GARVI application is supported in Windows-10).
- N. Provide Electric cabling & make power arrangement
 - Electricity will be provided by the concerned SR office.
- O. Preparation of site/computer room as per necessary requirement.
- P. Provide operators as per SRO requirements. The SP should use the rotation process for providing the operators. The operator should not be in the same SR office for more than Six month.
- Q. Provide one operator per IR and AIGR Office. (include computer hardware)
- R. Provide 2 (one data entry and one Technical) Manpower for head office of the qualification specification by IGR office. (include computer hardware)
- S. Provide adequate technical support team.
- T. Provide UPS in case of power failure and check it regularly.
- U. Creating images of the Original Registered Document.
- V. Other related activities such as add Hardware to capturing fingerprints with fingerprints scanner, photographs of parties with digital (computer-attached), cameras etc.
- W. Pagination and sealing of document and preparing the print of scanned document for certification is the responsibility of the operator provided by SP. **work on volume binding and paging**
- X. **Videography of the process to be done by sub registrar will be store in CD/DVD and hard drive for future requirements.**
- Y. Valuation & Issuing Various Copies as per demand.
- Z. Printing of various documents, Reports & Registers as per demand.
- AA. Retrieving fingerprints and photographs to be printed in the endorsement page.
- BB. In case govt. decide to add new SR office(s) in any zone, SP shall be responsible to work at the same rate finalized for the particular zone.
- CC. In addition to (a) to (y) above the agency will work for data entry and print out of various Patraks, Reports, Registers, Receipts, Chalangos shown as under. (For Public issues and Office usages) **Data upload, marriage Certificate work, iORA, Index-2 old data, Digitization of Sub register office, Section -18 Register, Refund stamp register, Section -33 and IGR allotted work etc.**

➤ **Patrak/Statement:**

- Search
- Index 1,2,3,4 (including previous years data)
- Extra Copy of Documents
- Valuation sheet and etc.
- Encumbrance certificate

➤ **Registers/Statements:**

- All type of Receipt
- Register of section 32(A) of stamp Act.
- Register of deficit stamp duty under rule-3(2) of stamp Act.
- Register of Index 1,2,3,4
- Register for Income tax PAN
- General Cash Book
- Daily Cash Book
- Cash Book for deficit stamp duty under rule-3(2) of stamp Act.
- Day Book
- Register for Registration fees of Woman Exemption
- Statement of 'CTS-Patrak'
- Statement of 'A-Patrak'
- Patrak of '21-Column'
- Statement of Income and expenditure
- Statement of Patrak 1, Patrak 2
- Photo Patrak

- All types of Chalan
- Annual Information Reports
- All type of Monthly Information Statements
- Any report and statement demanded by SR/SRO

The agencies will have to quote the charge in the **bid price** as per the format given in the financial bid keeping in view the above scope of work.

Operation standards and Maintenance of Hardware will define the job description which the agency will have to perform, will be laid down from time to time by the IGR & GIL in consultation with NIC. The Department reserves the right to revise/modify ready reckoner for valuation. Such modifications will be installed in software.

Backup: The service provider shall be responsible upload on server and to take back up of scanned document in external hard drive on daily basis in SRO and monthly basis IR and AIGR office. **If the company is unable to do this work, So the penalty that IGR decides will have to be paid, however in any case it will not more than the 10% of the monthly payment.**

Future enhancement: In case any changes/additions in the registration process or online payment and/or online registration facility introduced during the contract period, the same should be required to implement by the selected bidder.

- The bidder is not responsible to provide such POS or Card swipe machine or Payment gateway integration. Bidder may require to use the facility as part of registration process. There would not be any additional cost to be paid to bidder.
- They have to rotate the operators within the district on yearly (6 monthly basis) or replace the existing are with new tender during that period (Get conformation from the operators to this effect).
- Salary means: minimum wages + employee contribution to PF +ESI +any other think if any, SP will be responsible for paying the minimum wages and monthly wages and getting salary on time. ESI, PF, Challans must be submitted every month along with invoices.
- Trained staff should be providing by SP.
- There should be sufficient staff to there is no pending work as the end of the day. (Scanning, printing and office provided others works etc.).

(if any amendment made by IGR than action has to be taken accordingly)

SECTION II - GENERAL CONDITIONS OF CONTRACT

1. Abbreviations

- a) SRO means Sub Registrar Office
- b) IGRO means Inspector General of Registration Office
- c) IR means Inspector of Registration
- d) GIL means Gujarat Informatics Ltd
- e) **AIGR means Assistant Inspector General of registration**

2. Definitions

- 1) In this Contract, the following terms shall be interpreted as indicated:
 - a) "The Contract" means the agreement entered into between IGR and the Supplier, as recorded in the Contract Form Signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
 - b) "Bidder" means any agency that is participating in the tender process.
 - c) "Supplier" means any agency who is a successful bidder and to whom the contract has been awarded.
 - d) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
 - e) "The Goods" means all the equipment, machinery and /or other materials which the Supplier is required to supply to IGR under the Contract;
 - f) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Supplier covered under the Contract;
 - g) "The Project Site", wherever applicable, means the place or places named in Section V.
 - h) "Day" means a working day.
 - i) "Unit" means one single **sub registrar** where the entire set up has to be provided.
 - j) "Office Completeness" means The office should be complete in all respects i.e.
 - ◆ Hardware is supplied, installed and commissioned
 - ◆ Requisite Software is installed
 - ◆ Requisite Application Software is installed.
 - ◆ Connectivity setup is established.
 - ◆ Requisite Manpower is deployed
 - ◆ The entire setup as defined in scope of work has become functional & the transactions can be done on computers.
 - ◆ There is no software application to be developed. Only system software required for local computers for scanning and data entry to be provided by the bidder.
 - ◆ Not required to setup any connectivity with central server or SRO. Only local network has to be setup.
 - k) "Maintenance" means
 - Taking care of the machine
 - Changing the Spares when they become faulty
 - Locate, remove, and repair technical faults.
 - Identify Software related problems such as run time error viruses etc. & reload the machines with Software
 - Maintaining up time of at least 95%
 - Housekeeping of all Hardware

- Ensuring continuous power supply to all machines during working hours.
- Any other task to be performed to keep the system functional.

l) Performance Standards

This factor incorporates the maintenance standards, the upgradation standards and service level standards as defined in subsequent paras.

The definition of digitization

(i) Service Level Standards: -

The agency has to meet the service level norms failing which the contract is liable to get cancelled.

- a) After Registration and confirmation from Sub Registrar, 45 minutes turnaround time for scanning, i.e. the document shall be returned to the person within 45 minutes after registration. (45 minutes is applicable to 20 pages document).
- b) Install high quality hardware and peripherals at all sites to ensure minimum downtime.
- c) Provide quality consumables like branded CDs, **Paper (90 GSM), Toners (New)**, Tapes, etc.
- d) Absolutely avoid usage of low quality consumables, refilled toners, etc.

Process Flow: -

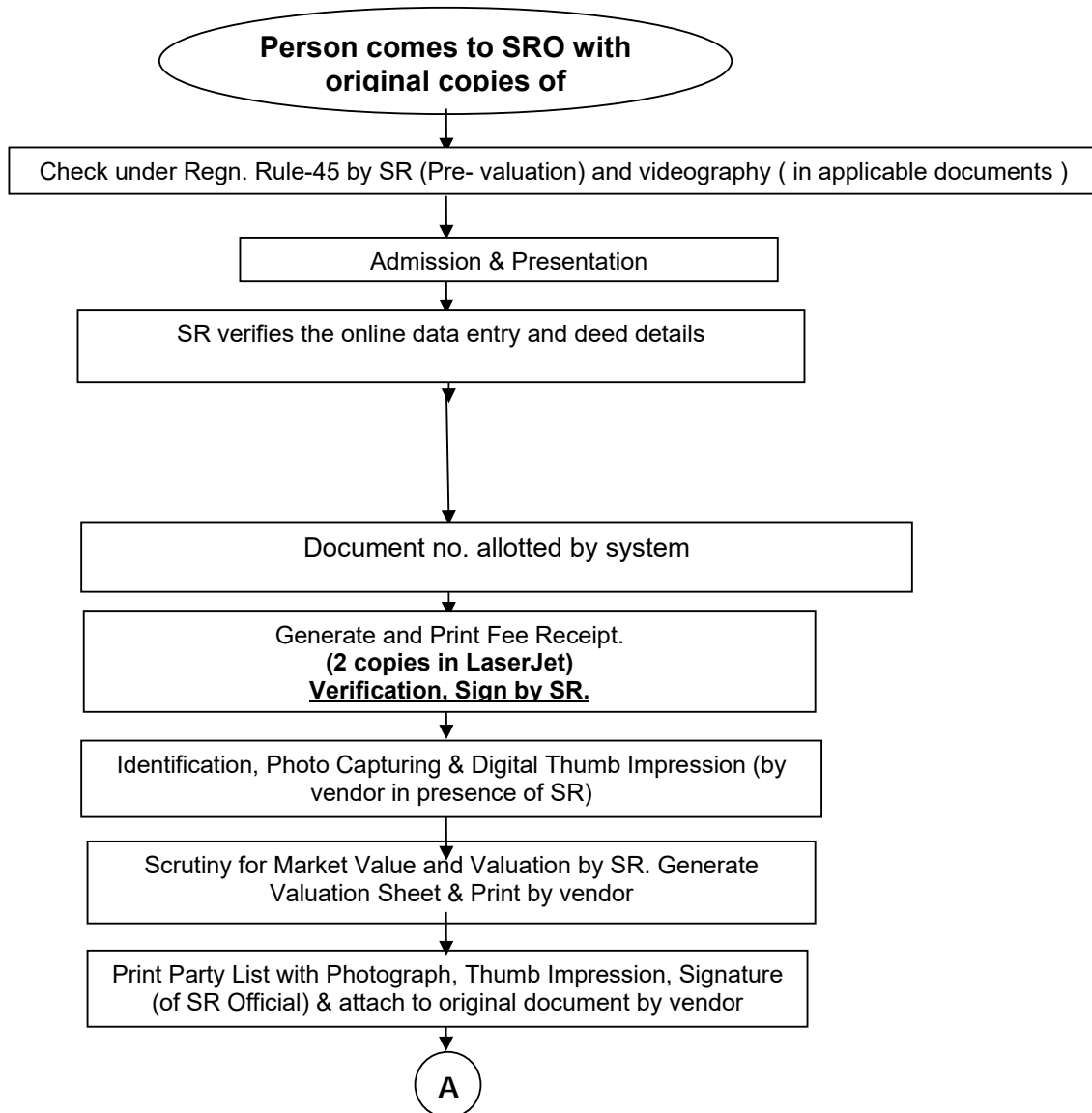
- a) The person(s) are entered online data, online payments and take online appointment at home in gARVI 2.0.
- b) Requiring registration document comes to the Registration Department with a drafted document.
- c) The persons go & sit in the visitor's area waiting for his/ her/ their turn to come.
- d) The person shall present the document at the table of the sub-Registrar shall decide whether to accept or return the document subject to the rules circulars and regulations.
- e) Next step comprises of the Admission process, taking of thumb impression and photographs on the digital equipments. Then the data entry of the document takes place by the manpower agency.
- f) The operator of the SP attaches the endorsement pages to the original document & sends the entire document for scanning, uploading after verification & signing by SR.
- g) The document is scanned & uploading returned to the person(s) after taking the signature of the person(s).
- h) After scanning, uploading & before returning the document to the party, the operator of SP has to complete the process of Auto Mutation of entry with confirmation of SR.

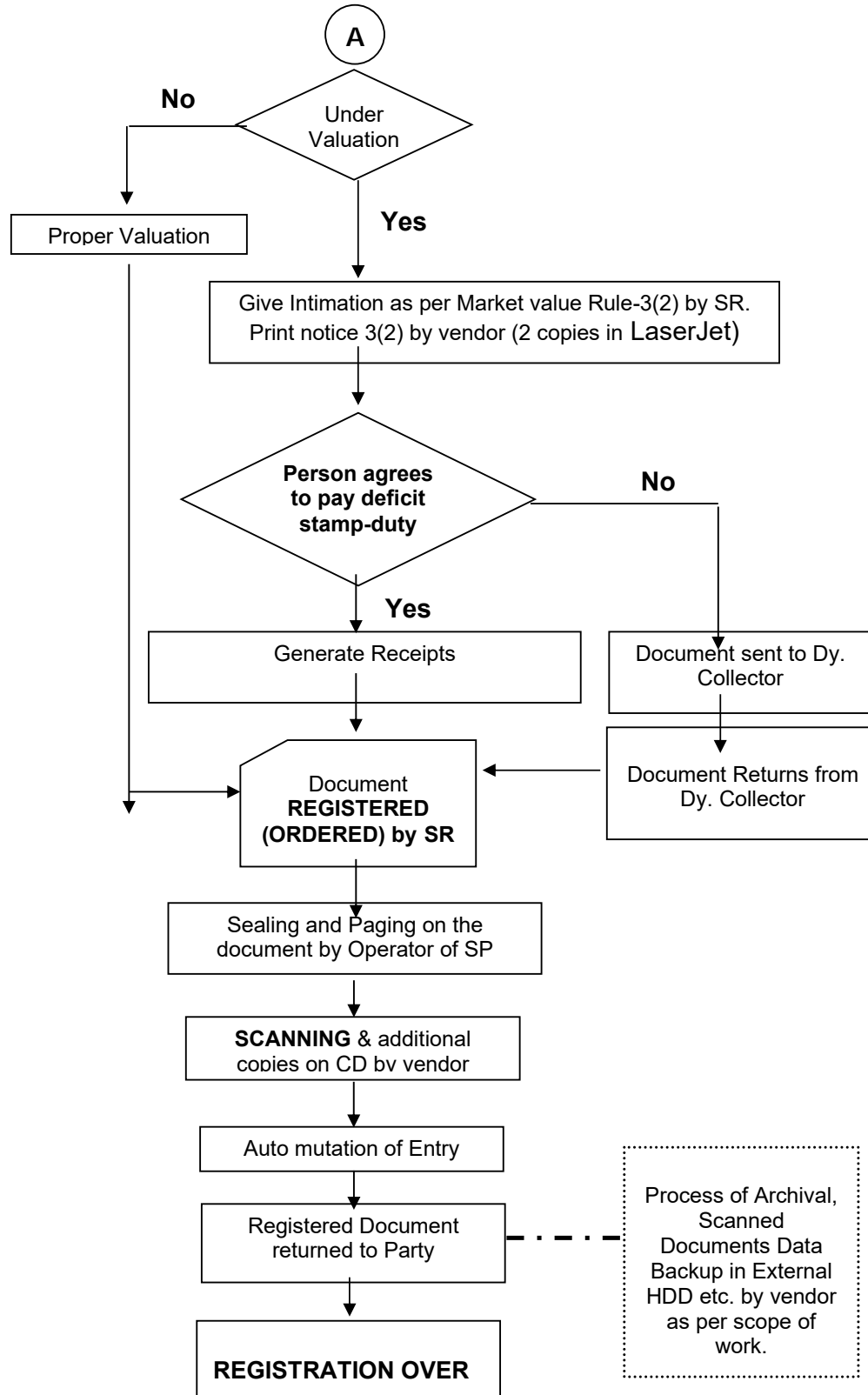
Schedule of steps & time required

Sr. No.	Steps	Time Required (Minutes)
1.	Submissions and presentation	3
2.	Party details verify	3
3.	Property details verify & generation of Valuation Sheet	3
4.	Photo & thumb capturing	5
5.	Print endorsement and get signature	7
6.	Ordering the document	5
7	Sealing, Paging and Scanning (20 pages) (without Stapling)	19
	Total	45

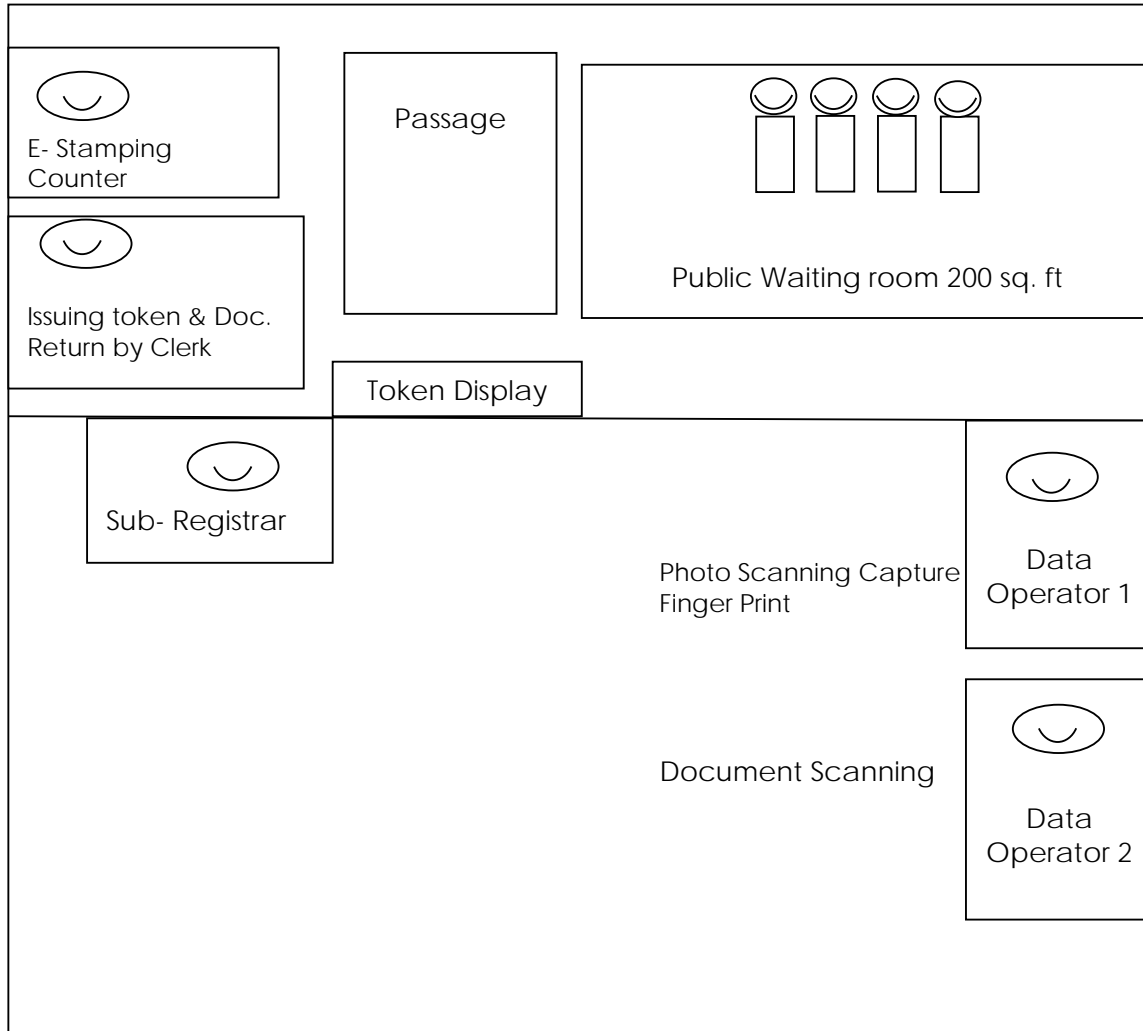
REGISTRATION PROCESS FLOWCHART

Document details are entered online at home in gARVI 2.0 by the Party





Layout of Sub-Registrar Office & Sitting arrangement as per e-Jamin lay out.



***PC shall be placed in such a manner that the dual monitor is visible to the client as well as the SR and Party both**

****In case of heavy offices another clerk for Search, Issue of Index-II & allied activities will be available. System and operator for this work should be arranged by bidder.**

(a) Maintenance Standards means:-

- Maintaining uptime of at least 95%
- Taking care of the machines.
- Changing the spares when they become faulty.
- Locate, remove, repair technical faults
- Identify software related problems such as run time error, viruses etc, and reload the machines with software.
- Housekeeping of all Hardware
- Ensuring clean power supply
- Any other task to keep the system functional
- Take care of System Administration.
- Software maintenance & installation of upgraded versions wherever provided.
- Document Handling means every document which comes to the Sub-Registrar, all the steps in terms of registration scrutiny etc are carried out on the machine provided by service provider and the document is archived in image format
- Service provider means the bidder should come up with a Comprehensive solution as defined in the Scope of Work. The work at a particular office will not be allotted in piecemeal. Bidders providing for part services / activities will not be considered.
- The Service provider must provide sufficient no. of machines and operators to ensure completion of daily work load on the same day in the specified allotted time, and may work beyond office hours if required for the same.

3. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

4. Use of Contract Documents and Information

- 1) The Supplier shall not, without the IGR's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of IGR in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 2) Any document, other than the Contract itself, shall remain the property of IGR and shall be returned (in all copies) to IGR on completion of the Supplier's performance under the Contract if so required by IGR.
- 3) The supplier shall permit IGR to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited.

5. Patent Rights

The Supplier shall indemnify IGR against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

6. Inspections and Tests

- 1) Before award of work to successful bidder, IGR/GIL or his representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to IGR.
- 2) The inspections and tests may be conducted on the premises of the Supplier, at the point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no extra charge to IGR.
- 3) Should any inspected or tested Goods fail to conform to the specifications, IGR may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of costs to IGR.
- 4) GIL/IGR's/Third party auditor appointed by IGR right to inspect test and, where necessary, reject the Goods after the Goods arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by The Tendering Authority or its representative prior to the Goods shipment.
- 5) GIL/IGR/Third party auditor appointed by IGR reserve the right of inspection and testing of the goods/ services prior to delivery and after delivery at the site.
- 6) IGR reserves the right to carry out inspections after the technical scrutiny & before opening of the commercial bid, if necessary. The physical verification will be at the bidder's site or at the site of the Authorized manufacturers. Such visit will be at the cost of the bidder.
- 7) If site visit shows inconformity with documents submitted by the bidder then he will be deemed to be ineligible for participating in the bid.

7. Delivery and Documents

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by IGR in the Notification of Award.

8. Transportation

Where the Supplier is required under the Contract to transport the goods to a specified place of destination within Gujarat defined as Project site, transport to such place of destination in India or Gujarat including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the Contract Price. Transportation requirement is within Gujarat only.

9. Incidental Services

- 1) The supplier is required to provide the following services, including additional services, if any.
 - 9.1.1 performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
 - 9.1.2 furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - 9.1.3 furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
 - 9.1.4 Performance or supervision or maintenance and/or repair of the supplied Goods, for the period of time mentioned in the Tender notification.

10. Payment

10.1 The payments will be done to the agency on monthly basis.

- 10.2 Payment will be worked out as per financial bid format.
- 10.3 In the process of document registration, the works for various pages such as receipt, valuation sheet, intimation and endorsement (attached with scanning document) are mandatory. Cost of the printing of pages like valuation report, patrak etc. as on actual will be considered for payment. The size of page is maximum 'Legal Size.'
- 10.4 Any penalties imposed on the agency for non-performance will be deducted from the payments.
- 10.5 All work contract tax, service tax and income tax will be deducted at source as per the prevalent rules & regulations at the time of making payments to the Bidder during the billing cycles.
- 10.6 Payment will be made within a month's time from the date of receipt of bill, provided there is no dispute.
- 10.7 The charges will be collected by Sub-Registrar.
- 10.8 The monthly invoices along with the details of the documents handled in detail will be submitted by the agencies to the Office of the IR/Inspector General of Registration, Gandhinagar through concerned SR/IR, who will in turn release the 75% of the payment. If there is no technical problem & after verification of the invoices then remaining 25% payment will be released in next month.
- 10.9 It is binding on the agency to whom the work will be allotted to complete the Registration process within 45 minutes. In case of delay, the agency will be penalized proportionately. The amount of penalty will be adjusted against the amount payable to the agency per month & the net payment will be made to the agency. The penalty will be applied in proportion to the number of pages that would have been completed in the overshoot time. The calculation of the delay will be as mentioned in the penalty clause no. 13. The track of delay shall be kept by application software.
(The 45-minute limit specified is for a document of up to 20 pages and up to 6 parties involved. For documents having more than 20 pages or more number of parties, the registration time will be counted proportionately.)

11. Change Orders

- 1) IGR may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:
 - a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for IGR;
 - b) the place of delivery; and/or
 - c) the Services to be provided by the Supplier including future, amendments like e-registration, e-payment etc.)
 - d) The Quantity of goods to be supplied & or the locations of supply.
- 2) If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustments shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of IGR's change order.

12. Delays in the Supplier's Performance

- 1) Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by IGR.
- 2) If at any time during performance of the Contract, the Supplier or his sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify IGR in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, IGR shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without a penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 3) The bidders shall read & understand the requirements thoroughly & shall adhere to the schedule strictly. The supply, installation & commissioning of Hardware & software at all locations shall be completed within 30 days from the date of signing the Contract Agreement.

13. Penalty Clause

13.1 If the supplier is not executing the contract to the satisfaction of IGR then he may invoke any or all of the following clauses.

- (a) Forfeit the performance Guarantee Amount
or
- (b) Impose a penalty of minimum 5% of the delivered price of the Goods or unperformed services.
or
- (b) IGR office will terminate the contract without giving any notice.

After the commencement of operations by SP, the sub – Registrar and IR will request for Hardware/stationery or there items, If it is not supplied by the company within 7 day, It will purchase and supply the hardware form IR/IGR Level, the bill of which will have to deducted from the bill of the company concerned.

The penalty for downtime (acceptable limit is minimum 5%) and delay (not completing the work within the limit of 45 minutes) will be calculated as mentioned below: THE VENDOR WILL BE GIVEN THE RELIEF PERIOD OF SIX MONTHS DURING WHICH TIME THE PENALTY FOR DELAY WILL NOT BE IMPOSED BUT PENALTY FOR DOWNTIME WILL BE APPLICABLE.

Calculation for downtime:

Working Hours: 1030 hrs to 1810 hrs = **460 minutes**

Only minimum 5 % downtime i.e. 23 minutes (minimum 5% of 460 minutes) daily is allowed as acceptable downtime as per the tender conditions for maintenance and service.

In case the system of the service provider remains un-operational during the whole day, **460 Minutes** straight will be considered as downtime. In case of partial closure of the system, the duration for which it remains un-operational will be considered as downtime.

At the end of the month, all such un-operational time duration will be summed up to arrive at the total downtime. If the total downtime exceeds 5% of total working hours, the surplus downtime will be taken as penalty as per the laid conditions and will be applicable to the service provider. The downtime monthly can be calculated as follows:

Calculation for delay time in the Registration process:

It has been considered that an average document may contain up to 20 pages and a time of 45 minutes (or 2700 seconds) has been allotted to the service provider to complete the various other processes like scanning, data entry, printing, taking photograph, fingerprinting etc.

- It is also considered that any delay in the processing cannot be linked with the system downtime as processing is only possible when the system is up and running and only during the office hours.
- In case of any registered document pending for the scanning & printing or any activity related to registration process till second day morning 10:30, the system will automatically start the counting delay time.

45 minutes is only for Document Processing time including verification. Wait time at any point does not get measured.

This implies that the normal time taken for a single page to process is 90 seconds. No penalty or relaxation will be provided if the service provider completes the work in less than 45 minutes. If the time taken by the service provider exceeds 45 minutes for a document of maximum 20 pages, the excess time taken to complete the process will be penalized as follows:

Suppose for a document containing 20 pages, it takes 3105 seconds, since it takes 405 seconds more which is equivalent to the time to process 3 individual pages, the service provider will be penalized for an amount equivalent to 3 * price quoted per page.

If the document contains more than 20 pages, equivalent amount of time will be allowed to perform the processing (i.e. no of pages * 135 seconds) and should be similarly penalized as stated above.

Thus, at the end of the month the delay per documents should be summed up in seconds to arrive at the total delay for the month. The penalty should be calculated as per the formula:

$$\text{Penalty (in Rs)} = \frac{\text{Total Delay in seconds}}{135} * \text{Price quoted per page in Rs.}$$

Downtime calculation:

E.g. Total working days = 24 days (24 * 460 = 11040 minutes)

Acceptable downtime = 5 % (i.e. 11040 * 0.05 = 552 minutes)

Suppose the total downtime after one month (24 working days) is 1200 minutes and bill submitted for month is Rs. 60000/-.

As the acceptable downtime is 5% (552 minutes), the total of 648 minutes (1200 minutes - 552 minutes) is liable for imposing penalty.

Hence, the total downtime in % liable for imposing penalty will be:

$$\begin{aligned} &= \frac{(648) * 100}{11040} \\ &= 5.87\% \end{aligned}$$

Calculation of Downtime

1) Total downtime	o	1200	Minutes
2) Total Working Days in month	o	24	Days
3) Working time in one day	o	460	Minutes
4) Total working time in one month (Sr. no. 2 * Sr. no. 3)	o	11040	Minutes

5) Acceptable Downtime (Sr. No. 4 * 5/100)	o	552	Minutes
6) Applicable Downtime for Penalty (Sr. no. 1 – Sr. no. 5)	o	648	Minutes
7) Applicable Downtime for Penalty in % (Sr. no 6 * 100/Sr. no. 4)	o	5.87	%
8) Total billing amount of Month (Rs.)	o	60000.00	Rupees
9) Penalty applicable for Applicable Downtime (Sr. No. 7 * Sr. No. 8/100)	o	3522.00	Rupees

Delay Calculation:

Suppose, the total delay is 18000 seconds, no of pages which can be served during this duration will be: = 18000/135 second required per page i.e. 133 pages.

Hence, the total amount to be penalized will be= **Rs 133** (Rs 1 * 133). We will consider the rate of average rate of scanning & printing of page for calculating the delay)

Calculation of Delay Time

10) Total Delay time (in Seconds)	o	18000	Seconds
11) Time required per page	o	135	Seconds
12) No. of pages (Sr. No. 10 / Sr. No 11)	o	133	Pages
13) Per page Rate (Rs.)	o	1	Rupees
14) Applicable penalty for Delay time (Sr. No. 12* Sr. no. 13)	o	133.00	Rupees
Total Applicable Penalty (Rs.) (Sr. No. 9 + Sr. No. 14)	o	3655.00	Rupees

The total penalty to be deducted from the total payment of service provider will be:

= Penalty towards downtime + penalty towards delay
= Rs. 3522 + Rs. 133
= **Rs. 3655/-**

Hence the service provider can be paid an amount equivalent to Rs 60,000 – Rs 3655 = **Rs 56,345/-** for the services rendered by SRO during the month.

The downtime due to non-availability of Application software from NIC will not be counted in the delay time in the Registration process.

14. Termination for Default or Otherwise

- 1) IGR may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
 - d) if the supplier fails to deliver any or all of the Goods/Services within the period(s)/schedule specified in the Contract,
 - e) if the Supplier fails to perform as per the performance standards.

- f) If the Supplier, in the judgment of IGR has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 2) In Circumstances mentioned in a, b, c above IGR may exercise the following option: -
 - (1) Direct the agency to leave the Hardware/Software and Furniture in the offices of the Sub-Registrar and terminate the Contract.
- 14.3 In case of premature termination of Contract for no fault of Supplier IGR may exercise the following options:-
 - (1) Direct the agency to take back the Hardware and without any additional compensation.
 - (2) Direct the agency to leave behind the Hardware & pay him the cost of Hardware less the depreciation as per the Income Tax Act / Rules. The IGR may consult GIL as to the genuine cost of Hardware. IGR may also take suitable decision as to the system/platform software in consultation with GIL.

15. Force Majeure

- 1) For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 2) If a force Majeure situation arises, the Supplier shall notify IGR in writing of such conditions within 15 days and the cause thereof. Unless otherwise directed by IGR in writing, the Supplier shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

16. Termination for Insolvency

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

17. Resolution of Disputes

The matter regarding any dispute shall first be sorted out at the level of Inspector General of Registration, Gandhinagar, Gujarat in consultation with GIL. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

18. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, (excluding service tax) and duties as applicable upto the completion of job. Any increase in the Rates will not be allowed after signing the Contract Document.

19. Binding Clause

All decisions taken by IGR regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

20. Support Manpower:

- 20.1 The agency will be bound to supply Support Manpower with good antecedents as specified in the Manpower deployment Plan.
- 20.2 All salaries and statutory benefits will have to be borne by the agency & no payments will be made by this office.
- 20.3 In case of absence of any of his employee, the agency should provide alternative **trained (define the skill)** person immediately. It is expected that bidder has to provide appropriate skilled manpower.
- 20.4 The agency should ensure that the behavior of manpower is decent. The agency will be held responsible for indecent behavior of manpower, & such employees should be immediately replaced when such matter is reported.
- 20.5 The agency should submit the affidavit stating that it should not ask for employment in Government in the proforma, which will be provided by this office at the time of signing the contract.
- 20.6 Training to the operator for the application software would be provided (basis by the genders) by NIC.

21. The Inspector General of Registration, Gandhinagar, reserves the right:-

to vary, modify, revise, amend or change any of the terms and conditions mentioned above;
or

to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

22. The Decision regarding acceptance of Tender by IGR will be full and final.

23. Conditional tenders shall be summarily rejected.

24. IGR is free to phase out the work if it feels it necessary.

SECTION III - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Supplier's Integrity

The supplier is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

2. Supplier's Obligations

The Supplier is obliged to work closely with IGR's staff, act within its own authority and abide by directives issued by IGR.

The Supplier will abide by the job safety measures prevalent in India and will free IGR from all demands or responsibilities arising from accidents or loss of life the cause of which is the Supplier's negligence. The Supplier will pay all indemnities arising from such incidents and will not hold IGR responsible or obligated.

The Supplier is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

The Supplier will treat as confidential all data and information about IGR, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of IGR.

3. Site Preparation and Installation

The Supplier shall prepare the sites in compliance with the standard technical and environmental specification.

- All the locations specified in RFP are currently operational.
- There is no civil work or any other furnishing work, size of the premises, renovation/complete refurbishment required from SP.

4. Hardware Installation

The Supplier is responsible for all deliveries, unpacking, assemblies, wiring, installation, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operation and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites.

5. Installation, Commissioning & testing after delivery.

(a) Supply and installation of clients preloaded with licensed Windows 2012 Professional or Windows 10 or above with latest Service Pack.

(b) Preparation of Site Implementation Document.

(c) Installation of the following Network Components:

- Installation of Routers/Hubs
- Configuration of desktop
- Installation & configuration of CD writer on clients.
- Providing for patch cords.
- Providing Thumb Impression Pads at various locations.
- Providing for scanners
- Provide for Web Cameras/Digital Camera

(d) Installation and Configuration of Virus Clearance Software on desktop.

- (e) Vendor shall provide a list of their approved technical support staff, together with their working experience.
 - (f) Vendor shall provide at least one support Analyst as the focal point of contact between Department and vendor and an alternative person in his absence.
 - (g) On-Site System administration and MAN/LAN maintenance
 - (h) Database Installation & Administration
 - (i) Implementation of Data and Network Security-All computers are connected to GSWAN connectivity which is provided by DST, GoG. Each system will get IP No.
 - (j) Backup and Recovery of Data
 - (k) Installation of Application Software.
GARVI system is centralized software. There are two ways of operation.
 - Garvi smart client- preliminary installation is required.
 - Garvi web- operable through browser
 - (l) Maintain adequate redundancy (10%) of hardware items.
6. All electricity bills will be borne by the Department.
 7. For own usages the agency will provide for telephone lines wherever there are no telephone lines. The agency will have to bear all the cost towards payment of the telephone bills.
 8. The agency will have to ensure power supply in such a way that the work is not hampered. IGR may provide requisite back-up facility to serve the purpose. Raw power shall be provided by the IGR.
 9. GIL will do the technical inspections of the hardware/software supplied and other items as required. Vendor will provide all assistance to IGR/GIL/NIC staff to enable periodic technical/administrative/operational verification of the system.
 10. SP will be responsible for paying the minimum wages and monthly wages and getting salary on time. ESI, PF, Challans must be submitted every month along with invoices.
 11. Basic knowledge of computer operator and technical assistant should be provided by every private Company for the Head office. (qualification specifying by IGR office).
 12. Firms will have to start work within 30 days after issuing work orders to private firms.
 13. 20% of the total hardware seized as per the tender requirement in the district should be kept in spare under the supervision of additional hardware IR / AIGR
 14. Replacing of operators every Six months by each private firm and sending its order along with the bill accordingly.
 15. When operators are not available at the office due to strike or other reasons, operators from other districts and pay those agencies to those day.
 16. Penalty forfeiture will have to be forfeited in half or in full. All powers will be with IGR.

17. In case of any kind issue (strike, riot, riot by the operators or lack of proper cover or lack of system) in case of loss of financial interest of the Government or the office, all the powers of the IGR should be imposed on the company. IGR will have and will be valid.
18. IGR will be able to enforce this condition if it wants to make any changes in the future regarding manpower, software, hardware at offices in Garvi 2.0.
19. If for any reason a court cases arise against the operator of the company or any others matter, all the responsibility there of shall be with company and the proceedings (such as affidavit etc.) shall be done by that company.

SECTION IV

Details & Documents handled in Year 2021-22

NAME OF ZONE	DISTRICT COVERED IN THE ZONE	NO. OF S.R.O.S COVERED IN THE DISTRICT	NO. OF DOCUMENTS REGISTERED IN THE DISTRICT DURING YEAR	NO. OF PAGES SCANNED OF DOCUMENTS REGISTERED IN THE DISTRICT DURING YEAR	NO. OF PAGES PRINTED OF DOCUMENTS REGISTERED IN THE DISTRICT DURING YEAR
1	2	3	4	5	6
RAJKOT Zone-1	Rajkot	18	127705	3701995	1919386
	Jamnagar	9	37457	1576259	1354243
	Kutch (Bhuj)	10	63321	2023605	1419672
	Morbi	5	39927	1257623	540508
	Devbhumi Dwarka	4	11713	340885	323969
TOTAL	5	46	280123	8900367	5557778
BHAVNAGAR Zone-2	Bhavnagar	13	42968	1339222	650912
	Junagadh	11	30451	849903	322774
	Amreli	11	16984	512337	484156
	Porbandar	3	11861	229992	139787
	Gir-Somnath	6	17234	427966	208764
	Botad	4	11861	229992	76236
TOTAL	6	48	131359	3589412	1882629
AHMEDABAD Zone-3	Ahmedabad	22	212321	9578118	2072577
	Gandhinagar	4	65948	2536845	435315
	Surendranagar	11	26631	919892	434625
TOTAL	3	37	304900	13034855	2942517
NORTH GUJARAT Zone-4	Banaskantha (Palanpur)	14	43350	1281385	487280
	Mahesana	10	55682	2277494	912981
	Patan	9	23037	792787	447435
	Sabarkantha (Himatnagar)	8	29544	947092	763611
	Arvali (Modasa)	6	11774	477300	292407
TOTAL	5	47	163387	5776058	2903714
CENTRAL GUJARAT (VADODARA) Zone-5	Vadodara	15	42968	1339222	1231286
	Kheda (Nadiad)	10	30451	849903	3331
	Anand	8	16984	512337	143722
	Panchmahal (Godhara)	7	11861	229992	166511
	Dahod	8	17234	427966	359841
	Chhota Udaipur	6	11861	229992	243681
	Mahisagar	6	42968	1339222	1706503
TOTAL	7	60	174327	4928634	3854875
SOUTH GUJARAT	Surat	18	159749	4762723	5929446
	Bharuch	9	35144	1453641	3421415

(SURAT) Zone-6	Narmada	4	2193	72656	118225
	Navsari	6	19210	659239	357446
	Tapi	5	3982	157843	55289
	Valsad	6	29882	1166684	266186
	Dang	1	15	515	200
TOTAL	7	49	250175	8273301	10148207
GRAND TOTAL	33	287	1304271	44502627	27289720

IGR will be able to enforce this condition if it wants to make any changes in the future regarding manpower, software, hardware at offices in Garvi 2.0.

Details of LOCATION & No. of DOCUMENTS Registered in 287 SROs of the Gujarat State							
#	DISTRICT	SRO NAME (Location) in the District	No. of Documents Registered in the SRO During Year 2021-22	Working Day	No. of Doc. Per Working Day	Category of SRO (Whether Type-A or Type-B)	Remarks
1	2	3	4		5	6	7
1	AHMEDABAD	Ahmedabad-1(City)	5097	265	20	B	
2	AHMEDABAD	Ahmedabad-2(Vadaj)	23397	265	88	B	2- Joint S.R.
3	AHMEDABAD	Ahmedabad-3(Memnagar)	12804	265	48	B	1- Joint S.R.
4	AHMEDABAD	Ahmedabad-4(Paldi)	18182	265	69	B	1- Joint S.R.
5	AHMEDABAD	Ahmedabad-5(Narol)	10890	265	41	B	1- Joint S.R.
6	AHMEDABAD	Ahmedabad-6(Naroda)	26836	265	101	B	2- Joint S.R.
7	AHMEDABAD	Ahmedabad-7(Odhav)	15531	265	59	B	1- Joint S.R.
8	AHMEDABAD	Ahmedabad-8(Sola)	25516	265	96	B	2- Joint S.R.
9	AHMEDABAD	Ahmedabad-9(Bopal)	18073	265	68	B	1- Joint S.R.
10	AHMEDABAD	Ahmedabad-10(Vejalpur)	8042	265	30	B	
11	AHMEDABAD	Ahmedabad-11(Aslali)	20856	265	79	B	1- Joint S.R.
12	AHMEDABAD	Ahmedabad-12(Nikol)	28905	265	109	B	2- Joint S.R.
13	AHMEDABAD	Ahmedabad-13 (City Taluko-Agri.)	3091	265	12	A	
14	AHMEDABAD	Ahmedabad-14 (Daskroi Taluko-Agri.)	6197	265	23	B	
15	AHMEDABAD	Viramgam	3030	265	11	A	
16	AHMEDABAD	Sanand	22502	265	85	B	2- Joint S.R.
17	AHMEDABAD	Dholka	6117	265	23	B	
18	AHMEDABAD	Dhandhuka	2639	265	10	A	

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19	AHMEDABAD	Bavala	5353	265	20	B	
20	AHMEDABAD	Mandal	1668	265	6	A	
21	AHMEDABAD	Detroj(Rampura)	1627	265	6	A	
22	AHMEDABAD	Dholera	2600	265	10	A	
23	AMRELI	Amreli	5559	265	21	B	
24	AMRELI	Dhari	1528	265	6	A	
25	AMRELI	Babara	1425	265	5	A	
26	AMRELI	Rajula	1749	265	7	A	
27	AMRELI	Lathi	1280	265	5	A	
28	AMRELI	Vadiya	596	265	2	A	
29	AMRELI	Savarkundla	2509	265	9	A	
30	AMRELI	Liliya	481	265	2	A	
31	AMRELI	Khambha	403	265	2	A	
32	AMRELI	Jafarabad	441	265	2	A	
33	AMRELI	Bagasara	956	265	4	A	
34	ANAND	Anand	17642	265	67	B	1- Joint S.R.
35	ANAND	Khambhat	3396	265	13	A	
36	ANAND	Petlad	3319	265	13	A	
37	ANAND	Borsad	3587	265	14	A	
38	ANAND	Umreth	2250	265	8	A	
39	ANAND	Ankalav	1390	265	5	A	
40	ANAND	Sojitra	931	265	4	A	
41	ANAND	Tarapur	1312	265	5	A	
42	ARVALLI	Modasa	5952	265	22	B	
43	ARVALLI	Bayad	2150	265	8	A	
44	ARVALLI	Bhiloda	1397	265	5	A	
45	ARVALLI	Dhansura	1250	265	5	A	
46	ARVALLI	Meghraj	690	265	3	A	
47	ARVALLI	Malpur	432	265	2	A	
48	BANASKANTHA	Palanpur	11479	265	43	B	
49	BANASKANTHA	Tharad	6910	265	26	B	
50	BANASKANTHA	Danta	1035	265	4	A	
51	BANASKANTHA	Deesa	8612	265	32	B	
52	BANASKANTHA	Diyodar	2188	265	8	A	
53	BANASKANTHA	Vadgam	3444	265	13	A	
54	BANASKANTHA	Kankrej	1987	265	7	A	
55	BANASKANTHA	Vav	1123	265	4	A	
56	BANASKANTHA	Dhanera	2049	265	8	A	
57	BANASKANTHA	Dantiwada	976	265	4	A	
58	BANASKANTHA	Bhabhar	1617	265	6	A	
59	BANASKANTHA	Amirgadh	540	265	2	A	
60	BANASKANTHA	Suigam	444	265	2	A	
61	BANASKANTHA	Lakhani	940	265	4	A	

62	BHARUCH	Bharuch	13288	265	50	B	1- Joint S.R.
63	BHARUCH	Ankleshwar	14631	265	55	B	1- Joint S.R.
64	BHARUCH	Vagra	2797	265	11	A	
65	BHARUCH	Jambusar	2943	265	11	A	
66	BHARUCH	Jhagadiya	1261	265	5	A	
67	BHARUCH	Amod	1437	265	5	A	
68	BHARUCH	Hansot	922	265	3	A	
69	BHARUCH	Valiya	542	265	2	A	
70	BHARUCH	Netrang	319	265	1	A	
71	BHAVNAGAR	Bhavnagar-1	7014	265	26	B	
72	BHAVNAGAR	Bhavnagar-2	6892	265	26	B	
73	BHAVNAGAR	Bhavnagar-3	4423	265	17	A	
74	BHAVNAGAR	Bhavnagar-4	5625	265	21	B	
75	BHAVNAGAR	Talaja	2031	265	8	A	
76	BHAVNAGAR	Palitana	2423	265	9	A	
77	BHAVNAGAR	Mahuva	6008	265	23	B	
78	BHAVNAGAR	Shihor	2773	265	10	A	
79	BHAVNAGAR	Jesar	449	265	2	A	
80	BHAVNAGAR	Ghogha	970	265	4	A	
81	BHAVNAGAR	Umarala	751	265	3	A	
82	BHAVNAGAR	Valabhipur	944	265	4	A	
83	BHAVNAGAR	Gariyadhar	1648	265	6	A	
84	BOTAD	Barvala	522	265	2	A	
85	BOTAD	Gadhda	1892	265	7	A	
86	BOTAD	Ranpur	1137	265	4	A	
87	BOTAD	Botad	7003	265	26	B	
88	CHHOTA UDEPUR	Chhotaudepur	628	265	2	A	
89	CHHOTA UDEPUR	Kawant	103	265	0	A	
90	CHHOTA UDEPUR	Bodeli	1667	265	6	A	
91	CHHOTA UDEPUR	Jetpur-Pavi	320	265	1	A	
92	CHHOTA UDEPUR	Naswadi	458	265	2	A	
93	CHHOTA UDEPUR	Sankheda	510	265	2	A	
94	DAHOD	Dahod	5268	265	20	B	
95	DAHOD	Devgad-Bariya	814	265	3	A	
96	DAHOD	Garbada	94	265	0	A	
97	DAHOD	Limkheda	315	265	1	A	
98	DAHOD	Dhanpur	38	265	0	A	
99	DAHOD	Zalod	1743	265	7	A	
100	DAHOD	Fatepura	402	265	2	A	

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101	DAHOD	Sanjeli	261	265	1	A	
102	DANG	Ahwa	15	265	0	A	
103	DEVBHUMI DWARKA	Khambhalia	4096	265	15	A	
104	DEVBHUMI DWARKA	Dwarka	2629	265	10	A	
105	DEVBHUMI DWARKA	Kalyanpur	2473	265	9	A	
106	DEVBHUMI DWARKA	Bhanwad	1798	265	7	A	
107	GANDHINAGAR	Gandhinagar	45774	265	173	B	5- Joint S.R.
108	GANDHINAGAR	Kalol	19607	265	74	B	1- Joint S.R.
109	GANDHINAGAR	Dehgam	6736	265	25	B	
110	GANDHINAGAR	Manasa	3965	265	15	A	
111	GIR-SOMNATH	Veraval	7411	265	28	B	
112	GIR-SOMNATH	Talala	1903	265	7	A	
113	GIR-SOMNATH	Sutrapada	772	265	3	A	
114	GIR-SOMNATH	Kodinar	2496	265	9	A	
115	GIR-SOMNATH	Una	2995	265	11	A	
116	GIR-SOMNATH	Gir Gadhada	635	265	2	A	
117	JAMNAGAR	Jamnagar-1	8042	265	30	B	
118	JAMNAGAR	Jamnagar-2	9716	265	37	B	
119	JAMNAGAR	Jamnagar-3	8025	265	30	B	
120	JAMNAGAR	Jamnagar-4	1404	265	5	A	
121	JAMNAGAR	Kalavad	2644	265	10	A	
122	JAMNAGAR	Jam-Jodhpur	1825	265	7	A	
123	JAMNAGAR	Jodiya	726	265	3	A	
124	JAMNAGAR	Dhrol	1733	265	7	A	
125	JAMNAGAR	Lalpur	2216	265	8	A	
126	JUNAGADH	Junagadh-1	7809	265	29	B	
127	JUNAGADH	Junagadh-2	1589	265	6	A	
128	JUNAGADH	Keshod	3881	265	15	A	
129	JUNAGADH	Manavadar	1647	265	6	A	
130	JUNAGADH	Mangrol	2477	265	9	A	
131	JUNAGADH	Maliya-Hatina	1267	265	5	A	
132	JUNAGADH	Visavadar	1224	265	5	A	
133	JUNAGADH	Vanthali	1729	265	7	A	
134	JUNAGADH	Mendarda	1204	265	5	A	
135	JUNAGADH	Bhesan	1012	265	4	A	
136	JUNAGADH	Junagadh City Taluka	5609	265	21	B	
137	KUTCH	Bhuj	17232	265	65	B	1- Joint S.R.
138	KUTCH	Gandhidham	10425	265	39	B	
139	KUTCH	Nakhatrana	2399	265	9	A	

140	KUTCH	Anjar	12573	265	47	B	
141	KUTCH	Mandavi	4511	265	17	A	
142	KUTCH	Rapar	3265	265	12	A	
143	KUTCH	Mundra	6101	265	23	B	
144	KUTCH	Bhachau	3348	265	13	A	
145	KUTCH	Naliya	1522	265	6	A	
146	KUTCH	Lakhatpat	855	265	3	A	
147	KHEDA(NADIAD)	Nadiad	9332	265	35	B	
148	KHEDA(NADIAD)	Kheda	2322	265	9	A	
149	KHEDA(NADIAD)	Kapadwanj	2644	265	10	A	
150	KHEDA(NADIAD)	Thasara	1579	265	6	A	
151	KHEDA(NADIAD)	Galteshvar	834	265	3	A	
152	KHEDA(NADIAD)	Mahemadavad	3286	265	12	A	
153	KHEDA(NADIAD)	Matar	2370	265	9	A	
154	KHEDA(NADIAD)	Kathlal	2907	265	11	A	
155	KHEDA(NADIAD)	Mahudha	912	265	3	A	
156	KHEDA(NADIAD)	Vaso	1202	265	5	A	
157	MAHESANA	Mahesana	16892	265	64	B	1- Joint S.R.
158	MAHESANA	Visnagar	5110	265	19	A	
159	MAHESANA	Kadi	19318	265	73	B	1- Joint S.R.
160	MAHESANA	Kheralu	1220	265	5	A	
161	MAHESANA	Unjha	3819	265	14	A	
162	MAHESANA	Vijapur	3847	265	15	A	
163	MAHESANA	Vadnagar	1461	265	6	A	
164	MAHESANA	Satlasana	650	265	2	A	
165	MAHESANA	Becharaji	2539	265	10	A	
166	MAHESANA	Jotana	1137	265	4	A	
167	MAHISAGAR	Lunawada	2300	265	9	A	
168	MAHISAGAR	Balasinor	1311	265	5	A	
169	MAHISAGAR	Santrampur	535	265	2	A	
170	MAHISAGAR	Virpur	711	265	3	A	
171	MAHISAGAR	Khanpur(Bakor)	384	265	1	A	
172	MAHISAGAR	Kadana	170	265	1	A	
173	MORBI	Morbi	26765	265	101	B	2- Joint S.R.
174	MORBI	Wankaner	4797	265	18	A	
175	MORBI	Tankara	2945	265	11	A	
176	MORBI	Maliya Miyana	1078	265	4	A	
177	MORBI	Halvad	4396	265	17	A	
178	NARMADA	Nanod	1786	265	7	A	
179	NARMADA	Tilakwada	445	265	2	A	
180	NARMADA	Sagbara	120	265	0	A	
181	NARMADA	Dediyapada	147	265	1	A	

182	NAVSARI	Navsari	7780	265	29	B	
183	NAVSARI	Chikhli	2285	265	9	A	
184	NAVSARI	Gandevi	3294	265	12	A	
185	NAVSARI	Jalalpor	5753	265	22	B	
186	NAVSARI	Vansada	755	265	3	A	
187	NAVSARI	Khergam	276	265	1	A	
188	PANCHMAHAL	Godhara	8499	265	32	B	
189	PANCHMAHAL	Kaalol	1838	265	7	A	
190	PANCHMAHAL	Halol	5912	265	22	B	
191	PANCHMAHAL	Morva Hadaf	303	265	1	A	
192	PANCHMAHAL	Sahera	773	265	3	A	
193	PANCHMAHAL	Jambughoda	237	265	1	A	
194	PANCHMAHAL	Ghoghamba	702	265	3	A	
195	PATAN	Patan	7404	265	28	B	1- Joint S.R.
196	PATAN	Radhanpur	3271	265	12	A	
197	PATAN	Chanasma	1573	265	6	A	
198	PATAN	Harij	1323	265	5	A	
199	PATAN	Sidhpur	4015	265	15	A	
200	PATAN	Santalpur	1182	265	4	A	
201	PATAN	Sami	879	265	3	A	
202	PATAN	Saraswati	1083	265	4	A	
203	PATAN	Shankheshvar	1328	265	5	A	
204	PORBANDAR	Porbandar	8198	265	31	B	
205	PORBANDAR	Ranavav	1830	265	7	A	
206	PORBANDAR	Kutiyana	840	265	3	A	
207	RAJKOT	Rajkot-1	8358	265	32	B	1- Joint S.R.
208	RAJKOT	Rajkot-2	15879	265	60	B	1- Joint S.R.
209	RAJKOT	Rajkot-3	9270	265	35	B	1- Joint S.R.
210	RAJKOT	Rajkot-4	11079	265	42	B	
211	RAJKOT	Rajkot-5	6427	265	24	B	
212	RAJKOT	Rajkot-6	11539	265	44	B	
213	RAJKOT	Rajkot-7	7315	265	28	B	
214	RAJKOT	Rajkot-8	7756	265	29	B	
215	RAJKOT	Gondal	12562	265	47	B	1- Joint S.R.
216	RAJKOT	Jasdan	4598	265	17	A	
217	RAJKOT	Jetpur	7434	265	28	B	
218	RAJKOT	Dhoraji	3385	265	13	A	
219	RAJKOT	Upleta	4205	265	16	A	
220	RAJKOT	Padadhari	2671	265	10	A	
221	RAJKOT	Kotada Sangani	5206	265	20	B	
222	RAJKOT	Lodhika	7408	265	28	B	

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223	RAJKOT	Jam-Kandorna	980	265	4	A	
224	RAJKOT	Vinchhiya	650	265	2	A	
225	SABARKANTHA	Himmatnagar	12326	265	47	B	1- Joint S.R.
226	SABARKANTHA	Idar	4938	265	19	A	
227	SABARKANTHA	Prantij	2311	265	9	A	
228	SABARKANTHA	Talod	2623	265	10	A	
229	SABARKANTHA	Khedbrahma	1484	265	6	A	
230	SABARKANTHA	Vadali	1119	265	4	A	
231	SABARKANTHA	Poshina	172	265	1	A	
232	SABARKANTHA	Vijaynagar	187	265	1	A	
233	SURAT	Surat-1(Athwa)	25482	265	96	B	2- Joint S.R.
234	SURAT	Surat-2(Udhna)	19776	265	75	B	1- Joint S.R.
235	SURAT	Surat-3(Navagam)	16170	265	61	B	1- Joint S.R.
236	SURAT	Surat-4(Katargam)	34954	265	132	B	4- Joint S.R.
237	SURAT	Surat-5	11671	265	44	B	1- Joint S.R.
238	SURAT	Surat-6	8264	265	31	B	
239	SURAT	Surat-7	8436	265	32	B	
240	SURAT	Surat-8	1212	265	5	A	
241	SURAT	Surat-9	670	265	3	A	
242	SURAT	Surat-10	7925	265	30	B	
243	SURAT	Kamrej	20558	265	78	B	1- Joint S.R.
244	SURAT	Bardoli	6146	265	23	B	
245	SURAT	Mahuva	709	265	3	A	
246	SURAT	Mangrol	8698	265	33	B	
247	SURAT	Umarpada	46	265	0	A	
248	SURAT	Olpad	18245	265	69	B	2- Joint S.R.
249	SURAT	Palsana	14822	265	56	B	1- Joint S.R.
250	SURAT	Mandavi	1421	265	5	A	
251	SURENDRANAGAR	SurenDRanagar	7043	265	27	B	
252	SURENDRANAGAR	Dasada-Patadi	3801	265	14	A	
253	SURENDRANAGAR	Dhrangadhra	3626	265	14	A	
254	SURENDRANAGAR	Muli	1188	265	4	A	
255	SURENDRANAGAR	Limbdi	2820	265	11	A	
256	SURENDRANAGAR	Wadhwan	5785	265	22	B	
257	SURENDRANAGAR	Thangadh	1266	265	5	A	

258	SURENDRANAGAR	Chotila	1826	265	7	A	
259	SURENDRANAGAR	Sayala	841	265	3	A	
260	SURENDRANAGAR	Chuda	782	265	3	A	
261	SURENDRANAGAR	Lakhatar	911	265	3	A	
262	TAPI	Vyara	2443	265	9	A	
263	TAPI	Songadh	771	265	3	A	
264	TAPI	Nizar	342	265	1	A	
265	TAPI	Uchchhal	116	265	0	A	
266	TAPI	Valod	782	265	3	A	
267	VADODARA	Vadodara-1(City)	8391	265	32	B	1- Joint S.R.
268	VADODARA	Vadodara-2(Danteshwar)	6978	265	26	B	
269	VADODARA	Vadodara-3(Akota)	21912	265	82	B	2- Joint S.R.
270	VADODARA	Vadodara-4(Gorwa)	12235	265	46	B	1- Joint S.R.
271	VADODARA	Vadodara-5	19285	265	73	B	1- Joint S.R.
272	VADODARA	Vadodara-6	4223	265	16	A	
273	VADODARA	Vadodara-7	7532	265	28	B	
274	VADODARA	Vadodara-8	1947	265	7	A	
275	VADODARA	Dabhoi	3119	265	12	A	
276	VADODARA	Padra	3832	265	14	A	
277	VADODARA	Karjan	2948	265	11	A	
278	VADODARA	Waghodia	6296	265	24	B	
279	VADODARA	Savli	2751	265	10	A	
280	VADODARA	Desar	407	265	2	A	
281	VADODARA	Shinor	1095	265	4	A	
282	VALSAD	Valsad	6687	265	25	B	
283	VALSAD	Pardi	3675	265	14	A	
284	VALSAD	Kaparada	124	265	0	A	
285	VALSAD	Umargam	5343	265	20	B	
286	VALSAD	Dharampur	757	265	3	A	
287	VALSAD	Vapi	13205	265	49	B	
TOTAL	33	287	1304271				

SECTION IV - FINANCIAL BID FORMAT

Zone 1: RAJKOT

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	280123			
2	Cost of scanning per page	8900367			
3	Cost of Printing per page	5557778			
Grand Total (Rs.)					

Zone 2: BHAVNAGAR

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	131359			
2	Cost of scanning per page	3589412			
3	Cost of Printing per page	1882629			
Grand Total (Rs.)					

Zone 3: AHMEDABAD

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	304900			
2	Cost of scanning per page	13034855			
3	Cost of Printing per page	2942517			
Grand Total (Rs.)					

Zone 4: NORTH GUJARAT

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	163387			
2	Cost of scanning per page	5776058			

3	Cost of Printing per page	2903714			
Grand Total (Rs.)					

Zone 5: CENTRAL GUJARAT (VADODARA)

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	174327			
2	Cost of scanning per page	4928634			
3	Cost of Printing per page	3854875			
Grand Total (Rs.)					

Zone 6: SOUTH GUJARAT (SURAT)

Sr. No.	Item description / Particulars	Qty.	Unit Rate without tax (In Rs.)	Total Rate without tax (In Rs.)	Rate of GST (%)
		A	B	C=A*B	
1	Cost of per document for document registration process as per scope of work (including data entry, photo, finger- print capturing etc.)	250175			
2	Cost of scanning per page	8273301			
3	Cost of Printing per page	10148207			
Grand Total (Rs.)					

Note:

- The quantity mentioned above for all line items is notional for evaluation purpose only. However, at the time of the billing the actual quantity may vary in the particular zone during the period of contract depending upon the actual no. of registration to be done. The contract will be for the unit rate.
- GST extra as applicable at the time of invoicing.

ANNEXURE-1

BID SECURITY / EARNEST MONEY DEPOSIT

The Bidder shall furnish, as part of its bid, an EARNEST MONEY DEPOSIT in the form of a DD/BG drawn in favour of **Gujarat Informatics Limited** payable at **Gandhinagar** for an amount mentioned below.

Sr. No.	Zone	EMD amount (Rs.)
1	Zone 1	10,00,000/-
2	Zone 2	10,00,000/-
3	Zone 3	10,00,000/-
4	Zone 4	10,00,000/-
5	Zone 5	10,00,000/-
6	Zone 6	10,00,000/-

ANNEXURE - 2

MINIMUM SPECIFICATION FOR COMPUTER HARDWARE

1. New Client Machines

Latest hardware configuration system with processor of 3 GHz or above, 6MB L2 cache or higher, LCD Monitor of 21.5" or above. Other components are as per the latest hardware configurations available in the market.

- 10th Gen.intel Core i5, i7
- Compatible Chipset
- Integrated Graphics
- 8 GB Ram
- 128 GB SSD + 1 TB SATA
- Window 10 Pro OS
- Monitor resolution 2560*1440 or Higher Data entry PC (Must be in Dual screen)
- Monitor technology: IPS, TN, VA or Higher
- Wired Keyboard & Mouse
- DVD Drive
- Inbuilt Speaker
- 5 Years warranty

2. New Laser Printer

A4, A3, A5 size Laser printer- ≥ 25 ppm, 600 X 600 dpi Resolution, Minimum 250 MHZ Printer Processor or System Processor Utilization, Minimum 64 MB RAM, PCL 5E/Post script support, High Speed USB 2.0 & inbuilt Network connectivity.

- Auto Duplex Printing Facility
- Mono
- Wi fi availability
- 3 years warranty

3. New Switch

24 port Switch having support for uplink facility or as per requirement.

4. New Scanner (ADF)

Legal size flatbed with SCSI Interface, SCSI Interface card, cables, TWAIN or ISYS Drivers, MTF $>2,000,00$ pages, scan time for legal size page at 600 dpi <5 seconds, 356 level gray and binary scan support. Total 2 (Two) scanner **1 ADF scanner (Auto scanner) and 1 Book scanner compulsory**

- Two Scanner
 - (1) Fast Recognition Scanner,18 MP high Definition, A3 Size Capture,186 Languages OCR, Patented "Laser-Based Image Flattening Technology
 - (2) ADF (Automated Document Feeder),Simple/Duplex,Color/GreyScale/Monochrome, Color CCD,600 dpi optical resolution.

5. New External Hard Drive

External Hard Drive with a minimum of **5-TB** for daily back up in each SR office & IR/AIGR Office.

6. New UPS

All the items said above including printer should be on UPS with minimum 8 hours Battery Backup. Hence UPS of required capacity may be provided. Vendor will do all power point Supply & fitting.

7. New PC Camera (For Photo Capture of all party in document)

- USB support
- CCD sensors
- Output image format: JPEG, BMP
- Resolution: min. 640x480 VGA, 24-bit color
- Focus distance 10 cm to infinity
- Automatic exposure, white balance and color control
- Windows 8/10 compatible
- TWAIN compatible drivers
- Sufficient cord length (approx. 150 cm.)

8. New Biometric device (fingerprint scanner)

- USB support
- Minimum sensing area: 13.6 x 16.2 mm min.
- Sufficient cord length (approx. 150 cm.)
- 500 dpi resolution
- Power consumption <90 mA
- Windows 2003 compatible
- Easy application integration support for Windows 2000
- **Extend wire**

Biometric devices should be compatible with GARVI software. At present, Secugen device is using with SRO. If any other biometric device exists, it has to be tested in Garvi application. Because every fingerprint device is having its own SDK.

9. New CD/DVD

As per the requirement peripherals like CD/DVD and **hard drive** to be provided.

10. New Web/PC Camera for Video Recording

- USB support
- CCD sensors
- Output image format: avi or any other suitable format
- Resolution: min. 640x480 VGA, 24 bit color
- Focus distance 10 cm to infinity
- Automatic exposure, white balance and color control
- Windows 8/10 compatible
- TWAIN compatible drivers Sufficient cord length (approx. 150 cm.).
- Headphone

11 Microphone with small speaker for video recording for each SR.

Note: The above specifications are tentative in nature. The service provider should be responsible to provide latest system as per the requirements/ at the time of actual deployment.

Set-up Requirement at each SRO

(No. of Unit Required Sub- Registrar)			
	Type-A (1-20 Documents per Day)	Type-B (20-40 Documents per Day)	(The following procedure will be applied to every 20 multiplier)
Set-up Required at each Sub-Registrar			
Computer Hardware			
Client	2+	6+	2+
Dual screen Monitor (only for data entry PC)			
Laser Printer	2	3	2
Hub/Switch	1	1	1
Scanner (ADF and Book)	2	4	2
UPS	1	2	1
PC digital Camera	2	4	2
Biometric Finger Print Reader (Scanner) device	2	4	2
Small Micro phone and speaker (for video recording)	1	2	1
Data cabling, networking			
Electronic Token Display System	1	1	1
Infrastructure			
Table	2	5	2
Chair (Executive)	1	2	1
Chair (clerk)	1	2	1
Chair for Computer Operator	2	4	2
Chair for Visitor	6	12	6
Electric circuit (Electricity connection appliances)	1	1	1
Paper & other stationery	As per requirement (It is expected that bidder should keep buffer stock for at least one week)	As per requirement (It is expected that bidder should keep buffer stock for at least one week)	As per requirement (It is expected that bidder should keep buffer stock for at least one week)
toner	1+1	2+2	1+1
External Hard Drive	1	2	1
Manpower			
Supervisor	One at each district level		
No. of Operators	2	4	2
hardware technician	One at each district level		
Clerical/ unskilled	1	2	1

- Provide one operator per IR and AIGR Office. (include computer hardware)
 - Provide 2 (one data entry and one Technical) Manpower for head office of the qualification specification by IGR office. (include computer hardware)
- The vendor must put additional computer hardware/ operators/ furniture if required
 - to complete the work in schedule time limit of 45 minutes
 - to minimize waiting time of citizen
 - to avoid rush.

Note: All the above specifications are **minimum specifications** and higher specifications shall be used wherever necessary.

ANNEXURE – 3

MINIMUM SPECIFICATION FOR FURNITURE & OTHER REQUIREMENT

SRO Unit Workstation will comprise of the following:

WOODEN TABLE (SUB-REGISTRAR)

Size = Executive Table

1 mm thick beech lamination on top of the table, over bonded particle of 25 mm thick with post formed edge, 3 No. drawers fixed on the right hand side with lock and key, 2 wir manager on two sides of the table top., 18 mm thick vertical component using 1 mm thick beech lamination. PVC edge bending on non-post formed edges and table to be dismountable and packed in cardboard box.

CHAIR (SUB-REGISTRAR and Clerk) – BODYLINE H.B.G.S. (HIGH BACK GASLIFT AND SCHUKRA)

Size = Executive Chair

Five-pronged base with nylon casters, poly urithin black colour arms, seat and back is made out of P.U.F. (Poly Urithin Fom) bluish bottle green fitted with gas lift mechanism for height adjustment and back pain reliver incorporated within the chair.

COMPUTER TABLE DATA ENTRY OPERATOR & SCANNER OPERATOR

Size = L 1200 x W 500 x H 750 mm

1 mm thick beech laminate table top over 18 mm bonded particle board, one keyboard tray black in colour, below that space to keep printer i.e. movable shelf, right side hallow space to keep C.P.U. (Central Processing Unit) with one drawer in beech lamination with lock and key, 18 mm thick modesty vertical component panel black in colour and table to be dismantable and packed in cardboard boxes.

COMPUTER CHAIR – (WITH GAS LIFT)

Size = W 480 x H 550 x H 850 mm

Five-pronged base with nylon casters, gas lift mechanism, seat and back is P.U.F. (Poly Urithin Fom) with designed fabrix and curved back fixed rest.

VISITORS CHAIR – BODYLINE (WITH ARM REST)

Size = W 540 x D 530 x H 850 mm

Black colour powder-coated, Tabular "S" type leg seat and back in made P.U.F. (Poly Urithin Fom) arm rest cushioned in black poly urithin chair having spring action and bluish bottle green incolour

Partition panels with Reaceway below work Surface-925 (H) x 627 (W) mm
Hot preseed panels block 44mm (+2/-0mm thick) made up of imported Honey Comb" paper core (40 mm thick) edged with particleboard batten frame & is cladded with 3 mm MDF and laminate of 1 mm on both sides.

Partition panels with Reaceway below work Surface-925 (H) x 784 (W) mm
Hot preseed panels block 44mm (+2/-0mm thick) made up of imported Honey Comb" paper core (40 mm thick) edged with particleboard batten frame & is cladded with 3 mm MDF and laminate of 1 mm on both

sides.

Work Surface – 5990 (D) x 1513 (W) mm
25 mm thick work surface of MDF of interior grade with post formed edge using 0.6 mm laminate top and balancing laminate at the bottom and PVC of 1.5mm on non-post formed edges.

Wooden SDU 740(H) x 885 (W) x 448(D) mm
18mm thk MDF + laminate (1mm) everywhere. The back will be 8 mm MDF with laminate on both sides PVC lipping of 1.5 mm everywhere and metal frame below with locking arrangement and handles.

Light Duty Cash Box without coin tray
115(H) x 305(W) x 220(D) mm body and Door constructed from 1.25mm thick steel plate, 4 holes to be provided for bottom anchoring. The cash box should have 6 level lock and should be of a superior powder-coated finish.

ELECTRICAL CIRCUIT

Electrical circuit to be provided with in the panels. A total of 10 points to be provided in the work station broken up into 2-3 point and fuse and 2-2 point and fuse as indicated in the drawing. The switch point should conform to IS 1293 and should be rated for 250V, 6/16A A.C. supply. It should be provided with an interlock, which will not enable in section of the twin active points unless the earth point is inserted first. Fuse should be rated for 16A, 250V AC and should have thinned copper wire of size 0.5 mm. Wire to be provided should conform to 3/20 or 2.5 sq.mm. With 0.8 thick insulation with a total dia of 3.8 mm. The wire should be related to carry a current of 18 to 22 amps. Requisite length to be provided through the panels. The wires should be brought out for further connecting to the UPS.

Note: Additional furniture as required should be provided by the Vender.

ANNEXURE – 4

BIDDER'S AUTHORISATION CERTIFICATE

To,

Inspector General of Registration,

Office of the Stamps & Inspector General of Registration

"Stamp & Registration Bhavan", Sector-14, KH-5, Gandhinagar.

<Bidder's Name> _____, <Designation>

_____ is hereby authorized to sign relevant documents on behalf of the company in dealing with tender of reference <tender Name, Dept & Date> _____. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory.

<Bidder's Name>

Seal

ANNEXURE-5
Hardware Deployment Plan

ANNEXURE-6
Crisis Management Plan

ANNEXURE-7
Schedule for Stationing Manpower at various locations

Annexure 8: Final Evaluation Methodology

The financial evaluation would be done strictly on following terms and conditions:

Annexure: Process of awarding work under special circumstances

The procedure of awarding work based on Least Cost Basis including assessment of Least Cost to the Authority under Special Circumstances i.e. when an Agency becomes L1 bidder in more than One Zone.

A Bidder is free to apply for all the Zones. However, Award of work to an Agency shall be limited to one Zone only. Following procedure shall be followed for the selection of the most preferred bidder for the Project:

Round 1: One /more agency/ies emerges as L1 Bidder in maximum 1 Zone

	Zone 1: Rajkot	Zone 2: Bhavnagar	Zone 3: Ahmedabad	Zone 4: North Gujarat	Zone 5: Central Gujarat	Zone 6: South Gujarat
Agency1	26,61,049	19,18,949	8,92,691	16,50,360	22,11,178	26,32,605
Agency2	8,35,327	23,58,429	15,53,765	19,68,247	12,31,339	15,37,864
Agency3	15,95,517	7,77,736	25,14,044	11,06,725	12,06,639	23,75,640
Agency4	12,30,420	10,44,396	14,93,099	26,82,898	15,92,104	21,84,304
Agency5	14,31,138	18,74,227	15,30,879	24,00,009	24,23,576	22,98,102
Agency6	25,08,161	18,35,230	11,99,323	11,36,325	13,96,474	8,82,299
Agency7	7,51,061	18,57,097	19,83,614	26,31,201	13,15,013	10,97,669
Agency8	15,60,254	22,25,885	24,59,814	25,69,562	12,44,372	14,39,030
Agency9	24,06,006	20,51,184	7,97,417	7,68,729	12,04,386	26,74,701
Agency10	23,46,380	17,98,306	18,38,293	15,74,207	11,38,388	7,40,125
Agency11	20,76,975	8,20,323	23,94,271	26,02,485	16,21,070	25,41,461
Agency12	23,57,420	18,29,652	12,86,554	21,66,767	13,97,123	9,71,149
Agency13	12,25,053	12,51,174	21,46,984	11,36,896	20,92,554	23,23,054

In first phase, all Agencies who emerge as L1 in single zone will be awarded the zone. Hence

- **Zone 1 Rajkot** shall be awarded to **Agency 7** and
- **Zone 2 Bhavnagar** shall be awarded to **Agency 3**

Round 2 will not have Agency 3 and Agency 7 under consideration

Round 2: One agency emerges as L1 Bidder more than one Zone

	Zone 3: Ahmedabad	Zone 4: North Gujarat	Zone 5: Central Gujarat	Zone 6: South Gujarat
Agency1	8,92,691	16,50,360	22,11,178	26,32,605
Agency2	15,53,765	19,68,247	12,31,339	15,37,864
Agency4	14,93,099	26,82,898	15,92,104	21,84,304
Agency5	15,30,879	24,00,009	24,23,576	22,98,102
Agency6	11,99,323	11,36,325	13,96,474	8,82,299

Agency8	24,59,814	25,69,562	12,44,372	14,39,030
Agency9	7,97,417	7,68,729	12,04,386	26,74,701
Agency10	18,38,293	15,74,207	11,38,388	7,40,125
Agency11	23,94,271	26,02,485	16,21,070	25,41,461
Agency12	12,86,554	21,66,767	13,97,123	9,71,149
Agency13	21,46,984	11,36,896	20,92,554	23,23,054

Agency 9 is L1 in Zone 3 and Zone 4. The decision for award of the Zone shall be based on the highest difference between the L2 and L1 quotes

Zone 3: 8,92,691 - 7,97,417 = 95,274

Zone 4: 11,36,325 - 7,68,729 = 3,67,596

As L2-L1 is higher in Zone 4, hence Zone 4 will be awarded to **Agency 9**

Round 3: One agency emerges as L1 Bidder more than one Zone

	Zone 3: Ahmedabad	Zone 5: Central Gujarat	Zone 6: South Gujarat
Agency1	8,92,691	22,11,178	26,32,605
Agency2	15,53,765	12,31,339	15,37,864
Agency4	14,93,099	15,92,104	21,84,304
Agency5	15,30,879	24,23,576	22,98,102
Agency6	11,99,323	13,96,474	8,82,299
Agency8	24,59,814	12,44,372	14,39,030
Agency10	18,38,293	11,38,388	7,40,125
Agency11	23,94,271	16,21,070	25,41,461
Agency12	12,86,554	13,97,123	9,71,149
Agency13	21,46,984	20,92,554	23,23,054

Zone 3 will be awarded to Agency 1 as it is L1 in only one Zone

Agency 10 is L1 in Zone 5 and Zone 6. The decision for award of the Zone shall be based on the highest difference between the L2 and L1 quotes.

Zone 5: 12,31,339 - 11,38,388 = 92,951

Zone 6: 8,82,299 - 7,40,125 = 1,42,174

As L2-L1 is higher in Zone 6, hence **Zone 6** will be awarded to **Agency 10** and **Zone 5** will be awarded to **Agency 2**

So, the outcome is as under:

Zone	Preferred Bidder
Zone 1: Rajkot	Agency7
Zone 2: Bhavnagar	Agency3
Zone 3: Ahmedabad	Agency1
Zone 4: North Gujarat	Agency9
Zone 5: Central Gujarat	Agency2
Zone 6: South Gujarat	Agency10

In all the above-mentioned scenarios, if so required, the iterations of (new) L1, L2, L3.... and so on may be repeated until the most economically advantageous combination for the Authority has been achieved.

Special Cases:

1. In case two or more than two bidders quote same price for two zones and all iterations have been finished, they will be asked to submit revised quotes, which must be less than their original quote. The award of the zone to a particular agency will be based on the outcome of this stage.
2. In case there are lesser number of agencies than the zones, after awarding one zone each to bidder, Government will ask all the bidders to submit revised quote for the remaining zones, which must be less than their original quote and the award of remaining zone/s to a particular agency will be based on the outcome of this stage.
3. Government will undertake negotiations with all the preferred bidders for each zone to arrive at the most economically advantageous combination for the Authority

Note: IGR reserves the complete right to take final decision to award contract based on the process described above.

ANNEXURE-9

(TO BE SUBMITTED PHYSICALLY ALONG WITH EMD & BID PROCESSING FEES)

AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by First Class Magistrate/ Notary public)

I/We, _____, age _____ years residing at _____ in capacity of _____ M/s. _____ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

I I We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I I We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I I We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

My I Our firm has not been banned I debarred I black listed at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I I We confirm that I I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.

I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm;1, whichever is applicable].

I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, 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, this office reserves the right to take legal action on me/us.

I / We have physically signed & stamped all the above documents along with copy of tender documents (page no. ---- to --).

I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My / Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.

I / We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.

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 Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and seal of the Notary)

Annexure - 10

Format of Earnest Money Deposit in the form of Bank Guarantee

Ref:

Bank Guarantee No.

Date:

To,

DGM (App.)

Gujarat Informatics Limited

Block No. 2, 2nd Floor, Karmayogi Bhavan,

C & D Wing, Sector - 10, Gandhinagar - 382010

Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: **SWT220922216** 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 -----2022.

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 for **12 months** from the last date of bid submission i.e. **DD.MM.2022**. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER 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/PURCHASER 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/PURCHASER 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 notwithstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at _____ on this _____ day of _____ 2022.

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/4/2022/0002/DMO dated 20.05.2022 issued by Finance Department or further instruction issued by Finance department time to time.

**Performa 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/equipment's 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/PURCHASER 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.

Dated at _____ on this _____ day of _____ 2022.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks

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/4/2022/0002/DMO dated 20.05.2022 issued by Finance Department or further instruction issued by Finance department time to time.

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____, 2022 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 covenant's 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 _____