

Bid Document



GUJARAT INFORMATICS LIMITED

Block No. 2, 2nd Floor,
C & D Wing, Karmayogi Bhavan
Sector - 10 A, Gandhinagar – 382010.
Phone No: 23256022, Fax No: 23238925

**Bid for Procurement of Printers and Scanners on behalf
of Various Government
Departments/Boards/Corporations/Offices within the
State of Gujarat (Rate Contract)
(Tender No. HWT09102025P)**

Pre-bid Meeting: 16.10.2025 at 1500 hours

Venue for pre-bid meeting: Gujarat Informatics Ltd (GIL), Block No. 2, 2nd Floor, C & D Wing, Karmayogi Bhavan Sector - 10 A, Gandhinagar - 382010 Gujarat.

Last Date of Submission of Bid: 30.10.2025 till 1600 hours

Last Date of Submission of Bid Processing Fees & EMD: 30.10.2025 till 1600 hours

Date of Opening of Bid: 30.10.2025 on 1700 hours

Bid Processing Fee: Rs. 17,700

Eligibility Criteria for the bidder:

Criteria	A4 size Mono Laser Duplex Printer	A4 size Multi Function Mono Laser Duplex Printer	A4 size Color Laser Duplex Printer	A4 size Mono Inkjet Duplex Printer	A4 size Multi Function Mono Inkjet Duplex Printer	A4 size Duplex Scanner
Bid Quantity	7500	7500	50	250	50	700
EMD in Rs.	15 Lakh	18.7 Lakh	15,000	37,500	10,000	1.4 Lakh
Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.	15 Cr	18.7 Cr	15 Lakh	37.5 Lakh	10 lakh	1.4 Cr
OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the	37.5 Cr	46.8 Cr	37.5 Lakh	93.7 Lakh	25 Lakh	3.5 Cr

relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.						
Experience Criteria: Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company/ Higher Educational Institutions recognized by UGC or Act of Central or State Govt. for 3 years out of last 7 years before the bid opening date. Copies of work orders to be submitted along with the bid in support of having supplied some quantity for 3 years out of last 7 years.	3 years	3 years	3 years	3 years	3 years	3 years
Past Performance (Bidder)	The bidder must have successfully executed /completed work orders for the same or similar item category product within the last 7 years before the bid opening date. The work orders should be from any Central / State Government Organization / PSU/ Public Listed Company/ Higher Educational Institutions recognized by UGC or Act of Central or State Govt. Cumulative quantities of all such work orders during the last 7 years will be considered for evaluation. Minimum cumulative quantities required for each item category are as follows: For A4 size Mono Laser Duplex Printer: 3,000 qty For A4 size Multi Function Mono Laser Duplex Printer: 3,000 qty For A4 size Color Laser Duplex Printer: 20 qty For A4 size Mono Inkjet Duplex Printer: 100 qty For A4 size Multi Function Mono Inkjet Duplex Printer: 20 qty For A4 size Duplex Scanner: 280 qty In case the bidder is the OEM itself, then this criterion shall not be applicable.					
Past Performance (OEM)	The OEM (themselves or through re-sellers) must have supplied same or similar category product within the last 7 years before the bid opening date. Work orders either directly by OEM or through its resellers will be considered. Cumulative quantities of all such work orders during the last 7 years will be considered for evaluation. Minimum cumulative quantities required for each item category are as follows:					

	<p>For A4 size Mono Laser Duplex Printer: 9,375 qty For A4 size Multi Function Mono Laser Duplex Printer: 9,375 qty For A4 size Color Laser Duplex Printer: 62 qty For A4 size Mono Inkjet Duplex Printer: 312 qty For A4 size Multi Function Mono Inkjet Duplex Printer: 62 qty For A4 size Duplex Scanner: 875 qty</p> <p>Further, For Make in India OEMs, Past Performance (OEM) criteria will be same as Past Performance (Bidder) criteria.</p>
<p>Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, bid number, address, e-mail Id and Phone No. required to be furnished along with the bid.</p>	<p>Bidders will have to submit bid Specific OEM Authorization (bid no. must be mentioned).</p>
Datasheet and Technical compliance	Datasheet & Technical specification compliance on OEM letter head with duly signed & stamped
Self-Declaration for acceptance of ATC Given in bid	Self-declaration with duly signed & stamped
Undertaking as per guidelines published by Ministry of Finance, Dept. of Expenditure, Public Procurement division dated 23.07.2020 in the given format by Bidder as well as OEM of all the products.	Bidder & OEM undertaking letter with duly signed & Stamped as per Performa given in bid
Bidder & OEM of quoted item should not be blacklisted/debarred by any state government / central government / PSU in last three years as on last date of bid submission.	Bidder & OEM will have to submit undertaking letter at the time of bidding.
OEM must have Min. 3 Functional Service in different Cities in Gujarat. Bidder will have to submit details of OEM service centers with address, telephone no., contact person phone no., email id etc. at the time of bidding.	Bidder & OEM will have to submit undertaking letter at the time of bidding.
Bidder must have one office in Gujarat. OR if bidder do not have office in Gujarat then at the time of bid submission, they will have to submit undertaking letter	Please submit copy of any one document of the following in the name of Bidder: Property tax bill/Electricity Bill/Telephone Bill/GST Registration/Lease agreement etc...

to open office in Gujarat within 45 days after award of the contract.	
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Note : In a bid either OEM or their authorized bidder can bid but both cannot bid simultaneously for the same item/product in this bid

Note: Bidders who wish to participate in this bid will have to register on <https://tender.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. GIL through this bid invites proposal for Procurement of Printers and Scanners on nprocure portal on behalf of various Government Departments/Boards/Corporations/Offices within the State of Gujarat. No physical bids will be accepted.
2. The bid is non-transferable.
3. This bid shall be treated as a pure Rate Contract. Successful bidders will be empaneled for executing the work as per the scope of work and terms & conditions specified in this bid. However, tenderer does not guarantee any order quantity for each line item. Orders will be released offline separately based on the actual requirement received during the contract period at the discovered prices. The quantities mentioned in this bid are indicative and notional, provided only for evaluation purposes. The actual quantities may vary during the contract period. The tenderer reserves the right to place orders for any quantity during the contract period, based on actual requirements. The supplier shall be bound to supply the ordered quantity at the agreed contract rates, terms, and conditions.
 - o Bid validity and empanelment under this Rate Contract shall be for a period of 6 months from the date of first offline order issued by indenting departments. If required, GIL may extend the Bid validity or Rate Contract validity for an additional period of 6 Months from the original expiry date of Rate contract in consultation with the empaneled bidders.
4. The bid submitted shall have the following documents:

SECTION – I - Bid Security and Bid processing fee (non-refundable) (Physical at GIL):

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

SECTION – II – Technical Section (Online):

Documents as per Eligibility criteria and all formats mentioned in bid document.

SECTION –III - Price bid Section (Online):

Bidders while participating in a bid should submit price element(s) in Financial bid only and not to mention any price element(s) in the technical section, else the offer shall be rejected as nonresponsive.

5. Bidder will have to submit (Refundable) Earnest Money Deposit (E.M.D.) as asked in bid. The Bidder may quote only one make & model (i.e. only one product can be quoted) against each item. Bidders are required to mention make & Model of the product under this bid. The bidder may quote any item or all items mentioned in the bid, however, EMD has to be paid item category wise mentioned in the bid.
6. The Bidder will have to remit Non-refundable Bid Processing Fees of Rs. 17,700/- & (Refundable) item category wise Earnest Money Deposit (E.M.D.) of

No	Item Category	EMD Amount in Rs.
1	A4 size Mono Laser Duplex Printer	15 Lakh
2	A4 size Multi Function Mono Laser Duplex Printer	18.7 Lakh
3	A4 size Color Laser Duplex Printer	15,000
4	A4 size Mono Inkjet Duplex Printer	37,500
5	A4 size Multi Function Mono Inkjet Duplex Printer	10, 000
6	A4 size Duplex Scanner	1.4 Lakh

on or before due date and hours in a sealed cover at GIL office with the heading “Bid Processing fees & EMD and mentioned Quoted item category details (Example like A4 size Mono Laser Duplex Printer, A4 size Multi Function Mono Laser Duplex Printer etc.) in Bid for Procurement of Printers and Scanners on behalf of Various Government Departments/Boards/Corporations/Offices within the State of Gujarat. (Tender No. HWT09102025P)”

Following categories of bidders shall be exempted from furnishing EMD;

- Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and **are manufacturer of the offered/quoted Product** and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bid submission and validated by the Buyer.
- Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT.
- Sellers / Service Provider having annual turnover of Rs.500 Crore or more, at least in one of the past three completed financial year(s).
- Central / State PSUs.

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per above clause with the bid. Under MSE category, only manufacturers **of the offered Product** are eligible for exemption from EMD. Traders/Distributors are excluded from the exemption.

Bidder experience and turnover Exemption

Following categories of bidders shall be exempted from Bidder experience and turnover;

- Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and **are manufacturer of the offered/quoted Product** and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bid submission and validated by the Buyer. Traders/Distributors are excluded from the exemption.
- Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Startup Recognition Certificate which is to be uploaded while bidding and claiming EMD

exemption and to be validated by the Buyer. Bidder to ensure that turnover for any of the financial years has not exceeded beyond limits prescribed in the certificate / Start Up scheme of DPIIT.

Note: No bidders shall be exempted from Past Performance criteria of OEM and Bidder and submitting Bid Processing Fee and at GIL.

7. 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.
8. EMD as mentioned above, shall be submitted in the form of Demand Draft OR in the form of an unconditional Bank Guarantee (which should be valid up to validity of Bid + 90 days) of All Nationalized Bank including the public sector bank or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the GR. No: FD/MSM/e-file/4/2024/2859/DMO Dated: 01/05/2025 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.
9. Please affix the stamp of your company on the overleaf of in case of demand draft.
10. Note: Failing to submit physical covers of EMD and bid processing fees at GIL on or before due date and time may lead to the rejection of the bid.
11. In case of non-receipt of Bid Processing fees & EMD as mentioned above within prescribed time the bid will be rejected by GIL as non-responsive.
12. Unsuccessful/ disqualified bidders EMD will be returned as promptly as possible or end of bid validity period whichever is earlier. Successful bidders EMD of specific item category will be released after 3 months from first offline order issued by indenting department of specific Item category.
13. The E.M.D. may be forfeited:
 - (a) if a Bidder withdraws its bid during the period of bid validity
 - (b) In case of a successful Bidder, if the Bidder fails:
 - i. If the bidder is found to be involved in fraudulent practices.
 - ii. If the successful bidder fails to submit the Performance Bank Guarantee. GIL also Reserve the right to blacklist such bidder from participating in future tenders if sufficient cause exists
14. Before delivery at respective site, bidder will have to offer inspection in the manner as decided by GIL before delivering to the respective sites or at customer sites. The arrangement of inspection of goods has to be done by supplier. Any deviation found in the specification of the produced goods or delivered goods after inspection from the tender specifications will lead to the cancellation of the order, forfeiture of EMD/PBG and prohibition in the participation in the future purchase of Government of Gujarat. GIL/GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and the bidder has to deliver and install the ordered goods within prescribed time limit.

Bidder may also offer inspection of material stocked at their warehouse & GIL will complete the inspection the said stock before delivery of the material to the indenting department to avoid delay.

15. GIL may further inform the rates discovered to various Govt. departments who are sending their indent at GIL. Bidder / OEM may not quote the same rates with reference to department directly. Indenting Departments will place offline order to selected empaneled bidders with copy to GIL. Bidder has to deliver material directly to indenting department. Bidder would request for inspection to GIL before the delivery to indenting department and the delivered material is liable for rejection in case of any deviation from the specification as mentioned in this bid. Delivery & installation timeline will start from offline order date i.e. 45 working days from date of order placed by indenting departments to selected empaneled bidders & warranty of the item will start after the date of successfully installation and successful FAT (Final Acceptance Test) of items at respective locations.
16. Selected empaneled bidders will have to stock and maintain the sufficient material to cater the requirements & deliver in stipulated time limit to provide immediate delivery of the material to the indenting department.
17. After delivery & installation of material at respective location within the state of Gujarat, bidder will have to submit invoice along with delivery challan and installation report (duly signed by consignee & with received sign and stamp of indenting department) at Indenting department. Indenting Department will make payment directly to bidder.

Terms & Conditions:

1: Place and registration of assets etc.: Selected empaneled bidders has to supply, install, maintain, provide operational training of supplied hardware, Operating Software and peripherals and carry out necessary integration at Indenting Department. The asset should be registered in name of Indenting department /office and direct support, upgrade and all licenses should be registered under the name of this department / office.

2: Invoice: Invoice should be raised as in the name of “Indenting Department” and Invoice should contain bank account details where payment is to be made, and Invoice must be signed and sealed.

3: Performance Bank Guarantee (PBG): Selected empaneled bidders has to submit Performance Bank Guarantee @ 5% of total order value within 15 days from the date of issue of order (for warranty period + extra 2 months) from Any Nationalized Bank including the public sector bank or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the GR. No: FD/MSM/e-file/4/2024/2859/DMO Dated: 01/05/2025 issued by Finance Department or further instruction issued by Finance department time to time as per the draft attached herewith in the name of Indenting Department. Further the contract management will be done by department / office.

4: Failure to submit PBG: In case Selected empaneled bidders fail to submit the PBG as mentioned above, Department / office reserves discretionary right to cancel this purchase order and forfeit the EMD.

5: Price: Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.

6: Inspection of delivery goods: Bidder would request for inspection to GIL before the delivery to Dept. and the delivered material is liable for rejection in case of any deviation from the specification as mentioned in this bid.

7: Further condition of Inspection: Selected empaneled bidders will have to offer the inspection in the manner as decided by GIL before delivering to the respective sites or at customer sites. The arrangement of inspection of goods has to be done by supplier. Any deviation found in the specification of the produced goods or delivered goods after inspection from the tender specifications will lead to the cancellation of the order, forfeiture of EMD/PBG and prohibition in the participation in the future purchase of Government of Gujarat. GoG will not be responsible for any time delay which may arise due to any deviation from the bid technical specification found at the time of inspection and Bidder have to deliver and install the ordered goods within prescribed time limit.

8: Delivery & Installation: Within 45 Working days from the date of purchase order/work order of Indenting Dept.

Note: site readiness to be provided by end user.

9: Penalty Clause for delay in delivery & installation:

- If Bidder fail to deliver and install the requisite hardware and operating software within the time limit as mentioned in the bid, then 0.5% of total value of delayed qty. per week or proportionate part of the week of delayed period shall be deducted.
- The amount of penalty for delay in delivery & installation shall be subject to a maximum limit of 10% of the total contract value. Department / Office reserves the discretionary right to cancel this purchase order and forfeit the EMD, in case of failure to deliver material in delivery timeline.
- In case, delay for delivery and installation of the requisite hardware and software will be due to Indenting Department OR its field offices, then penalty will not be imposed.

10: Warranty:

- Comprehensive onsite warranty for 3 years from OEM from the date of installation of all items.
- Warranty of the item will start after the date of installation and successful FAT of items at respective locations.
- If any items give continuous trouble, say more than 3 times in one month during the warranty period, Bidder have to replace the systems with new system without any additional cost to the purchaser.
- The hardware and the license should be registered in name of Indenting Department.
- Free maintenance services shall be provided by Selected Bidder during the period of warranty directly to the indenting department.
- All the required cables & accessories are required to be supplied along with all items to make item to be functional.

- Selected Bidder must have to ensure that the warranty support & service should be available up to delivery locations to provide repairing cum replacement services of faulty equipment within 48 hrs.

11: Operational/Warranty period Penalty:

- During warranty period, if the complaint is not resolved within 48 hrs the penalty of Rs. 300 per day for Printers and Scanners will be levied. However, if the complaints not resolved within 7 days then from 8th day to 14th day, penalty would be levied @ 150% and from 15th day onwards penalty @ 200% of the above rates would be levied. The amount of penalty will be recovered from the Performance bank guarantee during warranty period.
- The amount of Operational/Warranty period Penalty shall be subject to a maximum limit of 5% of the total contract value. Further, Department / office reserve right to repair the material and the cost shall be debited from PBG amount.

12: Payment:

- Payment for Goods and Services shall be made by Indenting Department in Indian Rupees
- No advance payment will be made.
- 100% payment after successful inspection of GIL, and after completion certificate of delivery & installation of the ordered goods by indenting Dept. In case site is not ready, Department / Office may release the payment at its discretion.
- The inspection will be done as decided by GIL.

13: Non-availability of quoted make & model: Bidder is not allowed to change the quoted Make & Model during the tenure of bid validity. In case the quoted make & model is not available in the market & declared End of Life / End of Sale, Selected Bidder will have to supply same or Higher Version specification model of same OEM make for replacement of that Item in the quoted cost in the same time and duration as mention in the bid document with prior approval of Department / Office.

14: Termination for Default: In case of successful bidder is found in breach of any condition(s) of bid or supply work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the successful bidder and EMD/PBG shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided by Govt., for further dealings with GoG. Buyer shall have the right to Cancel or Withdraw the Contract for the unsupplied portion after the expiry of the original, extended or re-fixed delivery date or period stipulated in the Contract.

15: Unconditional acceptance of P.O: Selected bidders are requested to furnish the unconditional acceptance of P.O. within 3 days from the receipt of purchase order to purchasing department.

16: Clarification on Bidding Documents

Bidders can seek clarifications on or before the Pre-Bid meeting date & time to Gujarat Informatics Limited by emailing the queries on the email ids given in this bid document in the below prescribed format only. GIL will clarify and issue pre-bid responses and amendments if any at GIL's website as well as on nprocure portal. No further clarification what so ever will be entertained after the pre-bid meeting.

S. No.	RFP Document Reference(s) (Clause & Page Number(s))	Content of RFP requiring Clarification(s)	Points of clarification	Justification (Optional)
1.				

Shri Prakash Dholakia, I/c DGM (Tech.),
Gujarat Informatics Ltd,
Block No. 2, 2nd Floor,
C & D Wing, Karmayogi Bhavan
Sector - 10 A, Gandhinagar – 382010.

Phone No. 079-232-52026
E-mail: dgmtech-gil@gujarat.gov.in, amitp@gujarat.gov.in

Technical Minimum Specifications

1	A4 size Mono Laser Duplex Printer <ul style="list-style-type: none"> ✓ Printing technology: Laser ✓ Cartridge Technology: Any Value ✓ Paper Size: A4 ✓ Automatic Duplexing feature: Yes ✓ Network Connectivity: yes ✓ Type of Printing: Mono ✓ Memory: 256 MB ✓ Print Speed Per Minute As Per ISO::IEC 24734 In (A4) Size – Mono : 25 or higher ✓ On Site OEM Warranty (Years) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.
2	A4 size Multi Function Mono Laser Duplex Printer <ul style="list-style-type: none"> ✓ Paper Size : A4 ✓ Automatic Duplex Feature availability: Yes ✓ Type Of Machine : Multifunction Machine ✓ Cartridge Technology : Any Value ✓ Printing technology : Laser ✓ Type of Printing : Mono ✓ Memory: 256 MB ✓ Platen::Flatbed Size : A4 ✓ Scanning Feature Availability : Yes ✓ Networking Feature Availability : Yes ✓ Original Document Feeder Type : DADF/RADF OR ADF or higher ✓ Minimum Speed Per Minute As Per ISO::IEC 24734 In A4 Size-Mono: 20 or higher ✓ On Site OEM Warranty (Year) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.
3	A4 size Color Laser Duplex Printer <ul style="list-style-type: none"> ✓ Printing technology: Laser ✓ Cartridge Technology : Any Value ✓ Paper Size : A4 ✓ Automatic Duplexing feature : Yes ✓ Network Connectivity : yes ✓ Type of Printing : Color ✓ Memory: 256 MB ✓ Print Speed Per Minute As Per ISO::IEC 24734 In (A4) Size – Mono : 18 or higher ✓ On Site OEM Warranty (Years) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.
4	A4 size Mono Inkjet Duplex Printer <ul style="list-style-type: none"> ✓ Printing technology: Inkjet ✓ Cartridge Technology: Any Value ✓ Paper Size : A4

	<ul style="list-style-type: none"> ✓ Automatic Duplexing feature : Yes ✓ Network Connectivity : yes ✓ Type of Printing : Mono ✓ On Site OEM Warranty (Years) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.
5	<p>A4 size Multi Function Mono Inkjet Duplex Printer</p> <ul style="list-style-type: none"> ✓ Paper Size : A4/A4 ✓ Automatic Duplex Feature availability: Yes ✓ Type Of Machine : Multifunction Machine ✓ Cartridge Technology : Any Value ✓ Printing technology : Inkjet ✓ Type of Printing : Mono ✓ Platen::Flatbed Size : A4 ✓ Scanning Feature Availability : Yes ✓ Networking Feature Availability : Yes ✓ Original Document Feeder Type : Platen OR ADF or higher ✓ On Site OEM Warranty (Year) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.
6	<p>A4 size Duplex Scanner</p> <ul style="list-style-type: none"> ✓ Document Size : A4 ✓ Color Depth (Bits) : 24 or higher ✓ Automatic Document Feeder (ADF) : Available ✓ Optical Resolution (Dpi) : 600 or higher ✓ Scanning Feature: Duplex ✓ Daily Duty Cycle (Number of Pages) : 3500 or higher ✓ On Site OEM Warranty (Year) : 3 or higher ✓ Official drivers/firmware/updates should be available on OEM website and should be on OEM name.

Note:

- Above mentioned specifications are technical minimum specifications, bidders may quote same or higher specifications. Bidders must have to mentioned the offered value against bid specification in the technical Document.

Evaluation of the bids (Item category wise Evaluation):

After the closing time of submission, TENDERER will verify the submission of Bid Processing Fees and quoted item category wise EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next.

The financial bids of technically qualified bidders shall be opened and L1 bidder will be determined as per Financial bid submitted for the respective item category. If the L1 rates are not found to be reasonable, the

L1 bidder may be asked to match the reasonable rates as determined by the tendering authority. Thereafter, the Empanelment Process shall be carried out item wise.

Choice of Agency (item category wise Empanelment)

- 3 Agencies (L1, L2, L3) with minimum 2 OEM shall be identified for Empanelment subject to match the L1 rate.
- Once the L1 bidder is identified, bidders at L2 and L3 positions shall be invited to match the discovered L1 rate. Upon their acceptance, three agencies shall be finalized for empanelment.
- If either L2 or L3 declines to match the L1 rate, the next lowest financial bidder will be invited to match the L1 rate. This process shall continue until three agencies are successfully identified for empanelment.
- In case fewer than three agencies are available or willing to match the L1 rate, empanelment shall proceed with the available one or two agencies.

Further if all 3 agencies are same OEM then opportunity will not be given to L3 agency but next agency of different OEM instead of L3 agency will be allowed to match with L1 rates and will be empanel.

Example:

- (1) After match L1 rates,
L1 : X OEM
L2: Y OEM
L3: Z OEM

Then all 3 (L1, L2 & L3 bidder) will be empanelled.

- (2) After match L1 rates,
L1 : X OEM
L2: Y OEM
L3: X OEM

Then all 3 (L1, L2 & L3 bidder) will be empanelled.

- (3) After match L1 rates,

L1 : X OEM
L2: X OEM
L3: X OEM
L4: Y OEM

Then L1, L2 & L4 or the next lowest bidder with different OEM will be empanelled.

Quantity Distribution among Empanelment Agencies (item category wise)

- The total quantity shall be distributed among the Empaneled Agencies in the ratio of 50:30:20 between L1, L2 and L3 respectively.
- If only two agencies are empaneled, the distribution shall be in the ratio of 70:30 between L1 and L2 respectively.
- If only one agency is empaneled, the entire quantity shall be allocated to the L1 bidder.

Note: Indenting Department will issue the purchase order as per above ratio.

FINANCIAL BID FORMAT

Evaluation Method: Item category wise Evaluation

Financial bid format for the bidders wish to quote respective items.

Item Category: A4 size Mono Laser Duplex Printer

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Mono Laser Duplex Printer	1			
	Grand Total (for all the line item)				

Item Category: A4 size Multi Function Mono Laser Duplex Printer

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Multi Function Mono Laser Duplex Printer	1			
	Grand Total (for all the line item)				

Item Category: A4 size Color Laser Duplex Printer

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Color Laser Duplex Printer	1			
	Grand Total (for all the line item)				

Item Category: A4 size Mono Inkjet Duplex Printer

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Mono Inkjet Duplex Printer	1			
	Grand Total (for all the line item)				

Item Category: A4 size Multi Function Mono Inkjet Duplex Printer

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Multi Function Mono Inkjet Duplex Printer	1			
	Grand Total (for all the line item)				

Item Category: A4 size Duplex Scanner

Sr. No	ITEM	Qty.	Unit Price with Warranty (In Rs. Without tax)	Total Price (In Rs. Without tax)	Rate of GST (%)
A	B	C	D	E=C*D	F
1.	A4 size Duplex Scanner	1			
	Grand Total (for all the line item)				

Note:

- L1 will be the lowest sum total of rates item category wise without tax.
- Cost as indicated above is inclusive of all taxes excluding GST. Amount of GST, as applicable at the time of billing, shall be borne additionally by the Authority.

- Bidder has to ensure to load the realistic unit rate in price BOQ, bidder should not attempt any overload or under load price/rate in any of the line items as tenderer may place the order based on future requirements. Thus, realistic price is the basic expectations and bidder will be solely responsible on this. Any observations from the tenderer on unnecessary price overload or underload may be the ground to initiate for bid rejection.
- The below-mentioned figures/quantities are estimated/indicative/notional only. However, at the time of implementation, the actual figures/quantities would be considered.

No	Item Category	Qty
1	A4 size Mono Laser Duplex Printer	7500
2	A4 size Multi Function Mono Laser Duplex Printer	7500
3	A4 size Color Laser Duplex Printer	50
4	A4 size Mono Inkjet Duplex Printer	250
5	A4 size Multi Function Mono Inkjet Duplex Printer	50
6	A4 size Duplex Scanner	700

- Bidders are requested to upload document for quoted Make & Model

Item category	Quoted Make & Model

Bidders are requested to kindly go through the Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 of Ministry of Finance, Dept. of Expenditure, Public Procurement division related restrictions on procurement from border countries. As per this GR, bidders are required to quote/offer the product which adheres to this GR. The undertaking as from bidder as well as from offered product OEM is required to be submitted along with bid as per given Performa.

On letterhead of Bidder

Sub : Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: _____

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that we as a bidder and quoted product from following OEMs are not from such a country or, if from such a country, these quoted products OEM has been registered with competent authority. I hereby certify that these quoted product & its OEM fulfills all requirements in this regard and is eligible to be considered for procurement for Bid number_____.

No.	Item Category	Quoted Make & Model

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority, otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**

On letterhead of OEM

Sub : Undertaking as per Office Memorandum No.: F. No.6/18/2019-PPD dated 23.07.2020 & Office Memorandum No.: F.18/37/2020-PPD dated 08.02.2021 published by Ministry of Finance, Dept. of Expenditure, Public Procurement division

Ref: Bid Number: _____

Dear Sir,

I have read the clause regarding restriction on procurement from a bidder of a country which shares a land border with India. I certify that our quoted product and our company are not from such a country, or if from such a country, our quoted product and our company have been registered with competent authority. I hereby certify that these quoted product and our company fulfills all requirements in this regard and is eligible to be considered for procurement for Bid number_____.

No.	Item Category	Quoted Make & Model

In case I'm supplying material from a country which shares a land border with India, I will provide evidence for valid registration by the competent authority; otherwise GIL/End user Dept. reserves the right to take legal action on us.

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**

Bidder Information

Name	
Designation	
Company Address	
Telephone No	
Mobile No	
E-mail	

**Performa of Compliance letter/Authenticity of Information Provided
On Non judicial Stamp paper of Rs. 300 duly attested by the First class Magistrate/Notary Public)**

Date:

To,
DGM (Technical), Gujarat Informatics Ltd,
Block No. 2, 2nd Floor, C & D Wing, Karmayogi Bhavan
Sector - 10 A, Gandhinagar – 382010.

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

Ref: Tender no.

Dear Sir,

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

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

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

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

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

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

Thanking you,

Dated this _____ day of _____ 2025

Signature: _____
(in the Capacity of) : _____
Duly authorized to sign bid for and on behalf of

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

To,
DGM (Technical),
Gujarat Informatics Ltd,
Block No. 2, 2nd Floor, C & D Wing, Karmayogi Bhavan
Sector - 10 A, Gandhinagar – 382010.

Ref: Bid Number: XXXX

Subject: MAF Authorization.

Dear Sir,

We, M/s. _____ (Name of the OEM) who are established and reputed manufacturers of do hereby authorize M/s. _____ (Name of the Bidder) to submit a bid, and sign the contract with you against above mentioned tender No: _____.

We authorized the M/s. _____ for the following products:

Sr. No.	Item Description	Make	Model
1			

We hereby extend our full warranty in accordance with warranty clauses mentioned in the RFP and will provide support during contract period as per the requirement, with respect to the products offered by the above firm in reply to this Invitation for Bids.

Thanking you,

(Signature)

Authorized Signatory of **M/s <<Name of Company>>**

Annexure A

Format of Earnest Money Deposit in the form of Bank Guarantee

Ref:

Bank Guarantee No.

Date:

To,

DGM (Technical), Gujarat Informatics Ltd,
Block No. 2, 2nd Floor, C & D Wing, Karmayogi Bhavan
Sector - 10 A, Gandhinagar – 382010.

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: HWT09102025P 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 -----2025.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:

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

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

This guarantee will remain valid up to the validity of Bid +90 days. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that if this guarantee is extended for a period as mutually agreed between bidder &

owner/purchaser, the guarantee shall be valid for a period so extended provided that a written request for such extension is received before the expiry of validity of guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/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 not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Dated at _____ on this _____ day of _____ 2025.

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 banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per GR. No: FD/MSM/e-file/4/2024/2859/D.M.O Dated: 01/05/2025 issued by Finance Department or further instruction issued by Finance department time to time.

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

Ref:

Bank Guarantee No.

Date:

To
Indenting Department
Name & Address

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 <<GoG Department>> for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, _____ having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. _____ (Rupees _____) to the OWNER/PURCHASER on demand at any time up to _____ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT.

The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between

the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/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.

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 _____ YYYY.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

i.

i.

List of approved Banks

All Nationalized Bank including the public sector bank or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the GR. No: FD/MSM/e-file/4/2024/2859/DMO Dated: 01/05/2025 issued by Finance Department or further instruction issued by Finance department time to time.