

Request for Proposal (RFP)
For
Selection of Agency for Comprehensive
AMC of AC



GUJARAT INFORMATICS LIMITED
Block 2, 2nd floor, Karmayogi Bhavan
Sector-10, Gandhinagar- 382 010
Website: www.gil.gujarat.gov.in

Section 1: Background & Requirements

About GIL

Gujarat Informatics Ltd. (GIL) was established as the nodal agency for IT development in the state in February 1999, by the Government of Gujarat. The company was started with a clear objective to promote IT and accelerate the process of E- Governance in the state. Along with the announcement of the IT policy, the Government has enabled GIL to effectively implement IT projects in the state.

Since its inception, GIL has worked aggressively to make stunning forays in the implementation of IT in the state. Having made a promising beginning with projects like the GSDC and GSWAN, GIL is gaining significant ground with its endeavors for computerization of Government departments, training of CIO's, developing applications, forming mergers and signing MOUs with leading national and international companies.

As the nodal agency for IT in the state and on behalf of the people of Gujarat, we, at GIL, invite you to come and partner with us and reap benefits from the enterprising spirit of Gujarat, its industrial competence and the unshakeable focus on development.

Requirement:

Annual Maintenance Contract AMC of AC at GIL Office, GIFT CITY Office, SDC 3rd Floor and COE Office Udyog Bhavan for providing AMC Service defined in Scope of Work. Number of Products can be increase/decrease 50% of contract order in any time in contract duration. Annual Maintenance Contract will be initially for a period of **3(Three) year**, which can be extended through mutual consent for a further period of one or more.

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <https://gem.gov.in>. The bids are to be submitted as per procedure given in this document.

Section 2: Scope of Work

1. Annual Maintenance of Air Conditioner (Comprehensive):

- The Annual Maintenance Contract (AMC) includes periodical Maintenance, overhauling & servicing of AC Machines as and when required by the department. In case of repair of any defective parts or spares of A.C. Unit, the labour charge i.e. removal, installation etc. and transportation charges shall be borne by the contractor at their own expenses. Repairs of all machines should be done within the office premises. Machines cannot be taken out without providing workable or parts against the same being taken out by AMC Contractor. The AMC contractor shall bear the to and fro transportation charges for this purpose.
- The contract shall be inclusive of the repairing/replacement of all material in AC Like Compressor, Motor, PCB, Fan, capacitors; re-winding of motors; gas refilling including cost of gas; cleaning of air filter of condenser and evaporator coil fins, water drain line etc.; oiling; Chemical washing; greasing; filter replacement; relay, thermostat, drain – water & copper pipe replacement; fixing of wires/ plugs; labour charges or any other related services etc. Care should be taken to check whether all electrical connections are proper and tight and no damaged wire or any leakages in pipelines are there.
- All the parts replaced should also have warranty and guarantee details as per company policy.
- No extra payment will give service provider for repairing/replacement any material in AC parts.
- If any AC parts/machine will not available or machine will not repairable then service provider has to give service report for that AC.
- New installation of AC charges will be borne by GIL office.
- Central AC of Gift city office will be included in the scope of bidder.
- If any existing office relocates or expansion of new office happens in Ahmedabad/Gandhinagar then service provider will provide their service to the new office location also. AMC terms & conditions will remain the same depending on number of AC number which can increase/ decrease then rate will increase/decrease respectively as per mention rate in financial bid.
- If any air conditioner add and/or remove in future in between of tender duration then its AMC and payment starts from running quarter.
- In addition to regular service, the service provider must respond within 3 hours of receiving a call from the office. Repair work should be completed within 3 days. Any delays beyond this timeframe will result in penalty charges being applied to the bill.
- In case of urgent requirement for repair/service then service provider must have to match office time line related to urgency in work. If service provider will not repair/service AC in urgency, then appropriate action can be taken by the concerned

authority.

- Manpower: The AMC contractor should arrange more manpower of appointing field as and when required depending upon the nature of fault and volume of work in addition to regular service. The contractor shall be fully responsible for safe working of his persons and shall provide all safety equipment.
- The maintenance of machine shall be taken on “as is where is” basis.
- Suitable insurance cover protecting the agency against all claims applicable under the workmen’s compensation act, 1948 shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any persons even for short duration. This office shall not be liable to any claim arising out of mishap, if any that may take place while discharging the services.
- All the power circuit & control circuit inside the indoor & outdoor unit in case of split AC machine & also in the cassette AC machine incl. interconnection between indoor & outdoor unit and also power connection up-to the power socket are required to be checked thoroughly in all service. If any type of loose connection or other faulty conditions are noticed, then the same should be rectified immediately.
- Types of maintenance required:
 - Routine Maintenance: It contains Dry Service and Wet Service throughout the year.
 - Breakdown Maintenance: As and when require other than routine maintenance
- List of Service required in AC are listed below,

Location – GIL, Gift City, COE, SDC 3 rd floor			
Sr. No.	Number of AC	Service Type	Number of Service Required
1)	<ul style="list-style-type: none"> • 58 Split AC • 12 Cassette AC • 01 Central AC 	Normal Service (Dry service) of indoor unit and outdoor unit	02 Times in a Year
2)		Chemical Washing and Water Washing (Wet Service) Service of indoor unit and outdoor unit	02 Time in a Year

Sr No.	Air Conditioner Type	GIL office	Gift city office	COE Office	SDC 3 rd floor office	Total
1.	Split AC	40	04	04	10	58
2.	Cassette AC	05	04	00	03	12
3.	Central AC	00	01	00	00	01

- All Bidder must have to visit the office location for all connections, type of AC and company of AC installed in office.
- All AC are in working condition.
- Number of Air conditioner can be increase or decrease. If Number of AC will

increase/ decrease, then rate will increase/decrease respectively as per mention rate in financial bid.

General Terms and Condition of Scope of work

- If there is any damage of GIL property by agency's representative, then selected agency has to bear that cost or replace the asset. Final decision is of GIL.
- Supervisor will available while any working & will check everything when done. If requires, he has to submit completion certificate.
- Appoint one spoke person for any work.
- Work has to be done either office hour/non-office hour as per the requirement of the bidder.
- Successful bidder must have to one log-book maintain for periodic services which will be verified by Admin team for billing process.

Office Locations		
Sr No.	Office Name	Address
1	GIL Office	Gujarat Informatics Limited, Karmyogi Bhavan, Block no-02, 2 nd floor, Sector-10, Gandhinagar
2	Gift City Office	Gift city Tower -1 , 13 th floor, Road -5, Gift City, Gandhinagar – 382355
3	COE Office	Centre of Excellence, Udyog Bhavan, Block no – 18, 1 st floor, above udyog bhavan socity office, sector – 11, Gandhinagar
4	SDC 3 rd Floor	GSWAN Control Room, Gujarat Statistical Bureau, Sector-18, 3 rd Floor, Next to Police Bhavan, Gandhinagar.

Section 3: Bidding Process

Sr. No.	Information	Details
1.	Bid Processing Fees	NA
2.	Earnest Money Deposit (EMD) in the form of a DD/BG	Rs. 27,000/-
3.	Last date and time for submission of pre-bid queries	As per bid document
4.	Pre-bid meeting date and place	As per bid document
5.	Opening of Technical Bids	As per bid document
6.	Contact Person for queries	<p>1) Mr. Brrijesh Mehta GM (F&A) & GM (Services) Gujarat Informatics Ltd. Block No. 2, 2nd Floor, Karmyogi Bhavan, Sector-10A, Gandhinagar. Tel. No: (079) 23259224 Email: dy-dir-ac@gujarat.gov.in</p> <p>1) Ms. Hetal Mehta Manager-HR & Admin Gujarat Informatics Ltd. Block No. 2, 2nd Floor, Karmyogi Bhavan, Sector-10A, Gandhinagar. Tel. No: (079) 23256026 Email: agm-hr@gujarat.gov.in</p>
7.	Bid validity	180 days, From date of bid opening
8.	Site Visit	In Working days in tender duration
9.	Deadline / last date for furnishing security deposit	Within 15 working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier
10.	Performance security value (Performance Bank Guarantee)	5% of project value
11.	Security deposit validity period	2 Months beyond expiration of contract period.

- EMD must be in the form of Demand Draft in the name of "**Gujarat Informatics Limited**" payable at Gandhinagar along with the covering letter.

Gujarat Informatics Ltd. reserves the right to reject any or all the Proposals in whole or part without assigning any reasons. GIL intends to select bidder by inviting the proposals through Open Tender Process. This RFP document is not transferable.

Section 4: Instruction to Bidders

Technical Qualification Criteria:

Sr. No	Technical Criteria	Documents Required
1.	Bidder should be a registered under the Indian Companies Act or partnership or proprietorship who have their registered/branch offices in Gandhinagar/Ahmedabad.	<ul style="list-style-type: none"> • Certificate of Incorporation • Pan Card • GST Number
2.	Bidder must have their workshop in Gandhinagar/Ahmedabad.	<ul style="list-style-type: none"> • If workshop is on rent then provide valid Rent Agreement and last Electricity bill/telephone bill • Else provide Electricity bill or any ownership document which shows ownership details
3.	Bidder should have minimum average annual turnover of Rs. 18 Lac in last 3 financial years. (2022-23, 2023-24, 2024-25)	CA Certificate for turnover and IT return of last 03 financial years. (2022-23, 2023-24, 2024-25)
4.	The bidder must have provided their services to minimum 05 different state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam in AC Service During the time period of 01/01/2023 to Tender publish date.	<p>Work Order and Work Completion Certificate/Client Certificate (Form – 7)</p> <p>* For ongoing project – Bidder must have to provide satisfactory work certificate with work order from respective department</p>
5.	The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam.	Form – 5 required
6.	Site Visit Certificate to be attested by different location Representative	Form – 3
7.	Annexures Mention in Bid	<p>Form – 1</p> <p>Form – 2</p> <p>Form – 6</p>

- After the closing time of submission, GIL committee will verify the submission of EMD as per bid terms and conditions. GIL will seek clarifications if required on eligibility & technical section during the evaluation process.
- All supporting documents to meet the eligibility should be uploaded on GeM portal.
- The bidder will be disqualified,
 - If any bidder has not submitted any of above mention documents in proper format,
 - If any bidder is not submitted EMD on GEM as well as Hardcopy,
- Bidder shall also submit the EMD and technical bid at GIL Physically.
- Content of Envelope :
Tender should be placed in following order -

Envelop – EMD

The Cover of the Envelop -1 should have below details:

- Tender No and Tender Title
- Participants Company Name, Company Address

Note: EMD will be exempted as per Gujarat Purchase policy 2024

Non-submission of EMD/ EMD exemption certificate will disqualify.

4.1 Total Bid Evaluation:

Bid Evaluation Process

4.1.1 Technical Evaluation

If any bidder will not have submitted EMD on GEM as well as hardcopy at GIL then bidder will disqualify in technical evaluation. Only qualified bidders will further go for financial evaluation.

4.1.2 Financial Evaluation

Particular	Price in Rs.
Price of all 03 years inclusion of all tax	

- Bidder have to quote Rate of all 03 years and all service including all taxes.
- The bidder with the lowest cost quoted as per financial bid and RA will be declared as L1.
- If any bidder will quote financial rate in technical bid document then bidder will be disqualified.
- **Please do not mention this documents in technical evaluation. If any bidder will do. Then they will disqualify.**
- **If any mismatch in this rate and Gem financial Rate then Gem financial rate will be final rate.**

4.2 Clarifications and Amendment of RFP Document

The prospective bidder, requiring any clarification on RFP as per below format.

Sr. No.	RFP Clause No.	Page No.	Description as per RFP	Clarification Sought by Bidder
1				
2				
3				

4.3 Validity of Proposals

Proposals shall remain valid for a period of **180 days (one hundreds eighty days)** after the date of Proposal opening prescribed in RFP. A Proposal valid for shorter period may be rejected as non-responsive. GIL may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals).

4.4 Right to Accept Proposal

GIL reserves the right to accept or reject any proposal, proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

4.5 Disqualification

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

- a) Submitted the Proposal documents after the response deadline.
- b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- d) Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- e) Failed to provide clarifications related thereto, when sought.
- f) Declared ineligible by the any state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam for corrupt and fraudulent practices or blacklisted
- g) Submitted a proposal with price adjustment / variation provision.

4.6 Fraud and Corruption

GIL requires that bidder selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, GIL:

1. Defines, for the purposes of this provision, the terms set forth are as follows:
 - I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of GIL or any personnel of service provider in contract executions.
 - II. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to GIL and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive GIL of the benefits of free and open competition.
 - III. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the GIL.
 - IV. "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
2. Will reject a proposal for award, if it determines that the bidder recommended for award, has been determined by GIL to having been, and engaged in corrupt, fraudulent or unfair trade practices.
3. Will declare a service provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the service provider has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract.

4.7 Submission, Receipt and Opening of Proposals

1. GIL will open all bids through the e-Tendering website of <https://gem.gov.in>, in the presence of Bidders or his representatives who choose to attend, and at the following address:

Gujarat Informatics Limited
Block 2, 2nd floor, Karmayogi Bhavan
Sector-10, Gandhinagar- 382 010
Website: www.gil.gujarat.gov.in
2. In the event of pre-bid interaction, The Bidder's representative who is present shall sign an attendance register evidencing their attendance.
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 GIL, 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.

4.8 Award of Contract

On acceptance of Proposal for awarding the contract, the GIL will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the concerned parties.

4.9 Payment Terms

The payment for providing the Maintenance Contract shall be made on a **Quarterly** basis on submission of invoice.

4.10 Bank Guarantee

1. The selected agency whose tender is accepted shall **deposit 5%** of the amount of Contract value as Performance Security valid for **38 months** from the date of contract order given on GeM Portal. If additional work is allotted, the agency shall have to deposit the additional Performance Security accordingly. In case of further extension of the contract period, the PBG shall be renewed or provide new PBG for the extended contract duration plus a period of Two Months from the expiry of such extension.
2. This performance deposit has to be furnished to guarantee his/her (Bidder's) performance of the contract.
3. The proceeds of the performance security shall be payable to GIL as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
4. The Performance Security shall be denominated in Indian Rupees from any Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time.
5. **Within 15 days** of the receipt of notification of award from "GIL", the successful bidder shall furnish the performance security in accordance with the Conditions of The Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender. (The draft of Performance Bank Guarantee as per form-4).
6. **If any bidder will not provide performance security within stipulated timeline then office will forfeit their EMD and ended their contract immediately.**

Section 5: General Conditions of Contract

5.1 Confidentiality

Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid till the date of termination of this Agreement."

5.2 - Limitation of Liability:

Vendor's cumulative liability for all its obligations under the contract shall not exceed the contract value and the Vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.

5.3 Report

Service Provider must have to attach report with billing on quarterly basis which are cover weekly report of each unit of each activity.

5.4 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India. All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Gandhinagar only.

5.5 Governing Language

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

5.6 Assignments

The service provider shall not assign the project to any other agency (Sub-Contract), in whole or in part, to perform its obligation under the Contract.

5.7 Maintenance Time

All kind of maintenance will do in 24 hrs in urgent basis. If service provider will not perform their work then agency will have to pay penalty.

5.8 Penalty

Sr. No.	Parameter	Penalty
1	If any AC or its parts or any electrical parts cannot be repaired or replaced	For per parts – Rs. 5,000/unit
2	Recurring Issues	If the same issue recurs more than 03 times within a 2 month with same unit or same location, a penalty of Rs. 1,000/unit will be charged
3	Delay in Service	1 st Delay (4 th to 7 th days) – Rs.2,000/- will be charged 2 nd Delay (8 th to 11 th days) – Rs.5,000/- will be charged 3 rd Delay (12 th to 15 th days) – Rs.10,000/- will be charged 4 th Delay (More than 15 days) - EPBG will forfeit or terminate the contract or As per GIL decision
4	Any Original Part replaced with duplicate without informing the organization's representative	Rs. 10,000/- will be charged

5.9 Suspension

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

- a) Shall specify the nature of failure
- b) Shall request the service provider to remedy such failure within a period not exceeding thirty (30) days after receipt by the firm/company of such notice of failure

5.10 Termination

Under this Contract, GIL may, by written notice terminate the agency giving **30 day** notice in any of the following circumstances:

- a) If the firm fails to perform obligations under the Contract or if the quality is not up to the specification or in the event of non-adherence to time schedule.
- b) If the firm fails to respond or provide remedy for any failure within a period not exceeding fifteen (15) days after receipt date.
- c) Termination for Insolvency: if the service provider becomes bankrupt or otherwise insolvent.

In all the above cases termination shall be executed by giving written notice to the firm/company. Upon termination of the contract, payment shall be made to the

firm/company for:

- a) services satisfactorily performed and reimbursable expenditures prior to the effective date of termination
- b) any expenditure actually and reasonably incurred prior to the effective date of termination

No consequential damages shall be payable to the selected agency in the event of such termination.

5.11 Force Majeure

Notwithstanding anything contained in the RFP, the firm/company shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the firm/company and not involving the firm/company's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the GIL regarding Force Majeure shall be final and binding on the firm/company.

If a Force Majeure situation arises, the firm/company shall promptly notify to the GIL in writing, of such conditions and the cause thereof. Unless otherwise directed by the GIL in writing, the firm/company shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.12 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

5.12.1 Amicable Settlement

Performance of the Contract is governed by the terms the conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the notice and respond to it in writing within 7 days after receipt. If that party fails to respond within 7 days, or the dispute cannot be amicably settled within 15 days following the response of that party, then Clause 5.10 is applicable.

5.13 Taxes and Duties

The service provider shall fully familiarize themselves about the applicable Domestic taxes (such as GST, Income Tax, fees, levies, etc.) on amount payable by GIL under the contract. The firm/company shall pay such domestic tax, duties, fees and other impositions (wherever

applicable) levied under the applicable law.

5.14 Legal Jurisdiction

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

5.15 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

5.20 Validity of Contract

The Contract would be for an initial period of **36 months** from the date of contract order. The contract may be further extended for a period of up to 1 Year or more on the same terms and conditions mutually agreed subject to the satisfactory performance of Tenderer.

Section 6: Forms

Form 1 - Covering Letter

(To be submitted on the company letterhead)

<<Insert Date and location>>

Proposal Reference No:

To
The Managing Director,
Gujarat Informatics Limited
Block No.2, 2nd Floor,
Karmayogi Bhavan, Gandhinagar – 382 010.

Dear Madam/Sir,

Sub: Submission of proposal in response to RFP for 'Selection of Agency for AMC of AC

- 1 Having examined the RFP, we, the undersigned, hereby submit our proposal in response to your RFP notification for 'Selection of Agency for AMC of AC'; in full conformity with the said RFP document
- 2 We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date fixed for submission of Proposals as stipulated in the RFP modification resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
- 3 If we are entrusted a AMC assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
- 4 We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- 5 If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.
- 6 We understand you are not bound to accept any proposal you receive

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of company:

Address:

Form 2 - General Information
(To be submitted on the company letterhead)

Sr. No	Particulars	Details to be furnished	
1.	Details of responding company		
a)	Name		
b)	Address		
c)	Telephone	Fax	
d)	Website		
2.	Details of Contact Person		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
3.	Details of Authorized Signatory (please attach proof)		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
4.	Information about responding company		
a)	Status of company (Public Ltd. / Pvt. Ltd etc.)		
b)	No. of years of operation in India		
c)	Details of Registration (Ref e.g. ROC Ref #)	Date	
		Ref #	
d)	No. of resources/ staff in India		
e)	Locations and addresses of offices (in Gujarat State)		
f)	Locations and addresses of offices (in India and overseas if any)		

Form 3 – Premises Visit Certificate

THIS IS TO CERTIFY that:

I, _____ (name of bidder or his representative) of the _____ (name of bidding firm) in the company of _____ (name of GIL representative) visited the GIL office in connection with the bid no. _____ of the _____ (name of the institute).

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the work with all term and conditions.

I further certify that I am satisfied with the description of the works to carry out during this service agreement period. The representative of the GIL explained everything in details which I understand and I have no other doubt regarding this contract.

Signature:

Name of bidder or representative:

Contact no:

Signature:

Name of GIL representative:

Seal of GIL

Signature:

Name of GIFT City Office representative:

Signature:

Name of SDC 3rd Floor representative:

Signature:

Name of COE Office representative:

Note: This form shall be completed at the time of the visit to the all GIL offices where service to be provided.

Form 4 - Sample form for Performance Bank Guarantee

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 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 or 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 _____ 2024

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks:

(Any Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/ Gandhinagar) as per the as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time.

Form 5 - SELF-DECLARATION
(On Company Letterhead with sign and stamp)

The
-----,

Sir/Madam,

Having examined the Bidding Documents including Bid No.: ----- the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide services for -----.

We undertake, if our bid is accepted, to provide services, in accordance with the terms and conditions in the Tender document.

If our bid is accepted we will obtain the guarantee of a bank for a sum equivalent to 5% of the Contract value, in the form prescribed by the purchaser.

We agree to abide by this bid for a period of 180 days after the date fixed for opening of Price Bid section under the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that in competing for (and if the award is made to us, in executing the above contract), we will strictly observe the laws against fraud and corruption in force in Gujarat namely Prevention of Corruption Act 1988.

We have not been under a declaration of ineligibility for corrupt and fraudulent practices, and / or black-listed or debarred by any state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam in the past 5 years, ending on 31st July 2024. We have not imposed any condition in conflict with the tender condition if it is found it should be treated as withdrawn.

We have not been convicted for any criminal cases(s) by any Govt. Department, board nigam, semi government or its PSU in Gujarat or any other state regarding any supply and contracts with our firm/company.

In case any of the above statements made by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD and / or PBG and / or cancel the award of contract immediately.

Dated this _____ day of _____ 2026

Signature: _____

(In the Capacity of): _____

Duly authorized to sign bid for and on behalf of

Form 6 - Format for Financial Summary of the Bidder
(On the letterhead of the Chartered Accountant or Statutory Auditor)

TO WHOMSOEVER IT MAY CONCERN

Average Annual Turnover of (the Bidder name) and Address.

Sr. No.	Financial Year	Revenue
1.	F.Y. 2022-23	
2.	F.Y. 2023-24	
3.	F.Y. 2024-25	
Average Annual Turnover		[indicate sum of above divided by 3]

Signature:

Name of the Statutory Auditor:

Membership no:

Designation:

Name of the Audit Firm:

FRN:

(Seal of the firm)

Date:

Form 7 – Experience
(On Company Letterhead with sign and stamp)

Sr. No.	Name & Address of Client	Type of Work	Period of Contract	Whether state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam	Value of Engagement	Reason for terminate on (if currently not valid)

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

Bidder Sign & Stamp

Section 7: Checklist (Summary of compliance to requirement of tender)

Sr . N o	Description of requirement	Attachments		Yes /No	Page No.
Envelop 2					
1	Covering Letter				
2	EMD/EMD exemption. Certificates				
Envelop 3					
1	Covering Letter	Form 1			
2	General Information	Form 2	<ul style="list-style-type: none"> Service Tax /GST Registration Certificate Certificate of Incorporation (In case of a Company) Pan card 		
3	Visit Certificate	Form 3			
4	SELF-DECLARATION	Form 5			
5	Financial Details	Form 6	CA Certificate for turnover and IT return of last 03 financial years. (2022-23, 2023-24, 2024-25)		
7	Experience in services provided to minimum 05 different state and central Government Organization / PSU / State Public sector /Board /Corporation /Nigam	Form 7	Work Order and Work Completion Certificate/Client Certificate		
8	Address Proof for Office and workshop		The copy of Property tax bill/ Electricity Bill/ Telephone Bill/G.S.T. Registration/Lease or rent agreement with latest lightbill should be submitted as proof.		
8	Financial/Commercial Proposal Form	Online only			