

**ONLINE TENDER FOR SUPPLY OF PRE-PRINTED
STATIONERY ON ANNUAL RATE CONTRACT BASIS**

GVK Emergency Management and Research Institute

Gujarat-108 Emergency Management Centre, Naroda -Kathwada Road,
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Table of Contents

Sr. No.	Description	Page No.
1	General Brief About GVK EMRI GUJARAT	4
2	Important Dates And Deadlines For Tender	5
3	A. Tender Guidelines	6
4	B. Procedure for Submitting Tender Document	7
5	C. Tender Evaluation	8
6	D. General Terms & Conditions of Tender	10
7	E. Terms of Supply	12
8	Annexure (I to XII)	19 to 39

List of Annexure

Sr. No.	Description	Page No.
1	Annexure – I Pre-Qualification Check List	19
2	Annexure – II Undertaking on fraud And Corruption	20
3	Annexure – III Performance Security Bank Guarantee	21
4	Annexure – IV Supplier Information Form (SIF)	22
5	Annexure – V Annual Turnover Statement	23
6	Annexure – VI Affidavit	24
7	Annexure – VII Govt. of Gujarat, Finance Dept. GR for EMD & BG	26
8	Annexure – VIII Details of Printed Stationery Items	27
9	Annexure – IX Commercial Bid Format	35
10	Annexure – X Performa For Performance Statement	36
11	Annexure – XI Group Wise Tender Fee, EMD and Turnover Details	37
12	Annexure – XII Declaration	38

General brief about GVK EMRI:

GVK Emergency Management and Research Institute (GVK EMRI) was established as a not-for-profit Organization. GVK EMRI is a Society, registered under the provisions of Andhra Pradesh Societies Registration Act, 2001, in February 2005 and provide services free of cost through a toll free number '108' to every citizen of our country under Public Private Partnership (PPP) frame work. Vision of GVK EMRI is to support and build capabilities to save one million lives per annum nationally and establish GVK EMRI as a premier Research and Training Institute.

GVK EMRI, under the Public-Private-Partnership, has made substantial progress over the last 10 years in providing Emergency Response Services across the country and presently operate over 13405 state-of-the-art ambulances in 15 States and 2 Union Territories viz- Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli Daman & Diu, Chhattisgarh, Assam, Meghalaya, Himachal Pradesh, Uttar Pradesh, West Bengal, Delhi, Kerala, Rajasthan and to provide pre-hospital care covering a population of 840 million. Everyday GVK EMRI is serving on an average 23,000 emergencies (72 million emergencies attended since inception) and saving over 1000 lives everyday and cumulatively have saved more than 34 lakh lives since the launch of the services and provide direct employment to over 50000 associates while continuing to be a not-for-profit organization.

GVK EMRI's innovative approach has revolutionized the concept of Emergency Services in India. The organization to its credit has pioneered the first of its kind inventions in India such as providing a Single Toll-Free number (108) for initiating the emergency response and a comprehensive coverage of emergencies involving Medical, Police and Fire departments, In-ambulance Pre-hospital care to mitigate the effects of medical emergency of the victim under the guidance of a specially trained Emergency Physician, Research and Training etc. Today "108" is synonymous with the best-in-class emergency service and has been acknowledged as the most efficient, speedy, reliable and professional service provider in the category.

With increased focus on research and analytics and collaborations with internationally renowned institutions like Stanford School of Medicine, GVK EMRI has plans to significantly enhance the overall emergency management scenario – further reducing individual suffering.

Objectives:

GVK EMRI GUJARAT intends to procure Pre-Printed Stationery as per specifications of Tender Documents.

Only online commercial bids will be accepted and Tender bids in other forms (physical) without online commercial bid submission will be rejected.

Important dates and Timelines for tender are given below.

TENDER REFERENCE :GVK EMRI/GJ/ET/PS/1920

Sr. No.	Description	Schedule
1	ON LINE SALE OF TENDER DOCUMENT	15/11/2019 onwards
2	PRE BID MEETING	22/11/2019 at 14.00 Hrs.
3	LAST DATE FOR ONLINE SUBMISSION OF TENDER DOCUMENT	05/12/2019 up to 18.00 Hrs.
4	LAST DATE AND TIME FOR PHYSICALLY RECEIPT OF EMD AND SUPPORTING DOCUMENT AT OUR OFFICE	06/12/2019 up to 15.00 Hrs.
5	TIME AND DATE FOR OPENING OF TENDER TECHNICAL BID	06/12/2019 up to 16.00 Hrs.
6	TIME AND DATE FOR OPENING OF TENDER COMMERCIAL BID	After evaluation of technical bid
7	COST OF THE TENDER DOCUMENT (Tender Fee)	Mentioned in Annexure – XI
8	EMD	Mentioned in Annexure – XI
9	VALIDITY OF TENDER	180 Days

Online tender is invited by **GVK Emergency Management and Research Institute**, a nodal agency for Govt. of Gujarat (Dept. of Health & Family Welfare) for providing emergency response services in the state of Gujarat from reputed and qualified Pre-Printed Stationery companies / agencies for Supply of Pre-Printed Stationery on annual rate contract basis as per specification, tender conditions and other details given along with this tender document.

The online tender documents can be downloaded from GVK EMRI GUJARAT website <https://emri.nprocure.com> for reference.

Bidders who wish to participate in this tender will have to register on <https://emri.nprocure.com>. Further Bidders who wish to participate in online tender will have to procure Digital Certificate as per Information Technology Act 2000 using which they can digitally sign their electronic bids. Bidders can procure the same from **(n) code solutions, A Division of GNFC Ltd.**, who is a licensed certifying authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

Manager (Marketing),

(n) code Solution-A division of GNFC Ltd.

14th Floor, GIFT One Tower, GIFT City,

Road 5 C, Zone 5, Gandhinagar - 382 355 (Gujarat)

Phone: (079) 66743300, 66743329, 66743311.

Toll Free : 1800 419 4455, 1800 419 4632.

A. TENDER GUIDELINES**1. Definitions**

PO – Purchase Order;

GVK EMRI - GVK Emergency Management and Research Institute,

Contract – Terms informed in PO

EMD – Earnest Money Deposit

DD – Demand Draft

BG – Bank Guarantee

BC – Banker's Cheque

Purchaser – GVK EMRI GUJARAT

Tenderer – Bidders who have submitted Valid Tender Document

Supplier – Successful Bidder (s), to whom, the tender quantity is distributed to

SBU – Strategic Business Unit

Sample – One Piece Manufactured by Bidder

Manufacturer Original Equipment Manufacturer

Bidder – MANUFACTURER or Authorized Trading partner such as dealers / distributors / Stockiest / Wholesaler

R.C. Rate Contract

A.T. Acceptance of Tender

2. The entire document should be properly page numbered, signed and should have appropriate and relevant contents.
3. A pre-bid meeting will be conducted at the Conference hall of GVK EMRI, Naroda-Kathwada Road, Ahmedabad 382330as per the schedule.
4. Tender Fee, EMD and Supporting Documents must be physically submitted, signed by proper authority on each page of the Tender documents and the Annexure there in, to GVK EMRI GUJARAT Ahmedabad Office at Naroda-Kathwada Road.

5. Only Online commercial bids will be considered and no tender bids in other (Physical) form will be accepted.

Tenders not satisfying the procedure prescribed in the tender document will be treated as invalid and will be rejected summarily. Further, the GVK EMRI, Gujarat reserves the right to accept or reject the lowest or all offers without assigning any reason thereof.

For further details / clarification, please contact:

Mr. Ashish Muley

Supply Chain Management
GVK Emergency Management and Research Institute,
108 Emergency Management Centre,
Naroda-Kathwada Road, Ahmedabad - 382330.
Tel: 079 22814896 / E-mail: ashish_muley@emri.in

B. PROCEDURE FOR SUBMITTING TENDER DOCUMENT

1. The tenderer should invariably submit his tender in three sealed covers separately namely [1] Tender Fee, [2] E.M.D. covers [3] Technical Supporting

All these covers are again put in single envelope super scribed with the tender no. GVK EMRI GUJARAT/GJ/ET/PS/1920forSupply of Pre-Printed Stationery.

2. Online tender(s) without physical submission of tender fee, EMD and supporting documents duly signed will not be considered and will be summarily rejected.
3. Tender must quote their prices (On-line only) in the schedule format supplied in the online tender form. Tender received in any other form will not be accepted.

4. Tender fee and EMD Cover

4.1 Payment towards Tender Fee should be made by Demand Draft (DD) payable at Ahmedabad at any Nationalized / schedule bank.

4.2 EMD has to be submitted

in form of Demand Draft in favor of GVK EMRI drawn on any bank in Ahmedabad OR irrevocable Bank Guarantee issued by Nationalized Bank including the Public Sector Bank / Private Sector Bank / Regional Rural Bank of Gujarat / Co-operative Bank of Gujarat mentioned in G.R. No. EMD/10/2018/18/DMO, Dt.16/04/2018 of Finance Department, Govt. of Gujarat as amended from time to time will be followed. (Copy attached with Annexure). The DD/BG should be issued by bank after the date of advertisement of tender enquiry.

4.3 Bank Guarantee will be accepted in case, where amount of EMD exceeds Rs.5000/- B.G. should be valid up to 6 months from the date of its issuance. E.M.D. in any other form will not be accepted.

4.4 Payment should be made in favor of “GVK Emergency Management and Research Institute” Ahmedabad, Gujarat, India.

4.5 Payment made toward Tender Fee will not be refunded.

4.6 Non-payment of the Tender Fee will make the tenderer liable for disqualifications.

4.7 EMD would be refundable under following conditions:

- a) Tender is closed at any stage of procurement
- b) Rejection of bid at primary or technical scrutiny level
- c) After issuance of Rate Contract/Purchase Order.

4.8 Non- payment of the EMD will make the tenderer liable for disqualifications.

4.9 Those tenderers who are exempted for payment of Tender Fee and EMD must enclose necessary documents like SSI Registration [of Gujarat State] along with NSIC / DGS&D / CSPO Registration for item under tender enquiry.

4.10 Wrong / Fraudulent data submission may lead to disqualification /debarment. Please ensure that you furnish correct data.

C. TENDER EVALUATION:

Tender will be evaluated in three stages:

a. Preliminary evaluation:

- I. Tenders will be scrutinized for their adequacies in terms of Tender Fee, EMD and required Documents with Tender as per Annexure I.
- II. All vendors are requested to strictly submit the documents in sequence as per preliminary evaluation criteria.

b. Technical evaluation :

- a) Technical evaluation of the item tendered will be done by a Technical Committee constituted by the COO GVK EMRI, Gujarat.
- b) Tender submitted with basic specifications mentioned in this tender form will only be considered.

All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

Tender committee may scrutiny the details provided by the vendor and will decide the eligibility of the vendor to next stage.

Eligibility Criteria:

Online Bid for Supply of Pre-Printed Stationery as mentioned in the tender details section is invited online (internet), Following being the eligibility criteria:

- (a) The printer should be in business for at least three years with good track record and Capabilities to handle the large volume.
- (b) The printer should have integrated capability for undertaking such jobs - photo type setting in English and Hindi, Gujarati or other regional language, color processing, web offset printing (four color printing), sheet fed printing in four color and binding (center pin and perfect binding), for delivering copies within stipulated time frame, the printers must have relevant software to facilitate typesetting / printing in different languages.
- (c) It is preferable that printer should have adequate four colors offset printer facility.
- (d) The printer should have excellent designing capacities using computer software and good photographic / graphic resources for producing high quality design, concepts, color schemes, layouts for the superior quality production.
- (e) The printer should have its clients like Banks, Financial Institutions, Corporate, Government, Different media / advertising agencies etc. Copy of previous orders (For last 2 years) has to be submitted along with tender documents.
- (f) Tenderers who have been blacklisted/ debarred by tender inviting authority or by any other State Government or Central Government department/Organization shall not be allowed to participate in the tender process during the period of blacklisting / debarment.

The legible and certified copies of the following Technical supporting documents must be submitted as mentioned in Annexure.

- i) License: Industrial license / I.S.I. Certificate / Factory Inspectors license / Product permission {if applicable}/ Registration certificate with C.S.P.O./ S.S.I./ K.V.I.C./ N.S.I.C./ D.G.S.&D / MSME Part-II acknowledgment /SIS registration and Central Excise Registration /Udyog Aadhar acknowledgment of the Bidder or Principal manufacturer {whichever is applicable}.
- ii) Copy of the Partnership deed / Memorandum of Articles / Registration of Firm {whichever is applicable}.
- iii) GST registration copy.
- iv) Permanent Account number (PAN) copy.
- v) Empanelment form giving all financial / market / statutory details about firm / company (Annexure V).
- vi) Audited financial statements with all reports of last three financial years. In case of unaudited Financial Statements CA Certified Turn Over Certificate must be enclosed for the past 3 years as a compliance to **average turnover mentioned at Annexure-XI**.
- vii) Only one bid will be accepted from a Group of companies and entities.
- viii) Documents mentioned in Eligibility criteria.
- ix) Literature or Catalogue of the quoted product/item (if applicable)
- x) Affidavit in ORIGINAL on Non-Judicial Stamp Paper of Rs. 100/-duly attested by First Class Magistrate / Notary public. (Annexure-VI)
- xi) Performa For Performance Statement (Annexure – X)
- xii) All photocopies are required in self-attestation mode except Annexure-VI which needs to be attested by First Class Magistrate / Notary public.
- xiii) Entire Tender Document with annexure duly signed & stamped

GVKEMRI shall consider the information furnished by vendor on technical requirements as sufficient and qualify the vendor for price bid opening. If, at any stage of pre-supply and post supply period, if it is found that any information furnished by the vendor is either false or hidden or fabricated, such vendor may be blacklisted by GVKEMRI and prohibited from participating in any of future tenders for a period of 5 years. GVKEMRI may at its sole discretion will use services of a third party to verify the authenticity of the data furnished by vendors

All vendors who meet the preliminary criterion and submit technical bids conforming to the technical evaluation criterion will be shortlisted for commercial evaluation.

MSME units of Gujarat State are entitled for benefits available as per Gujarat Government, Industry & Mines Department, GR No. SPO/102015/691093/CH, Dt.03/06/2016.

c. Commercial evaluation

Commercial Bids of the vendors, who qualify in the Technical Bid Evaluation, will be opened online. L-2 and other qualified vendors will be contacted only if L-1 vendors fail in delivery schedules/any other tender terms and conditions.

L1 will be decided on total landed cost. Please refer Commercial Bid format mentioned in Annexure – IX.

Commercial Bid :

- 1.1 The commercial bid submission should be done on the website only <https://www.nprocure.com>
- 1.2 The bids should be submitted on or before the time stipulated in tender notice at the website <https://www.nprocure.com>
- 1.3 Any type of price should not be disclosed in physical documents otherwise bid will be rejected.

Note:

No tender will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal/transit delay. However, if the last date of submission of tenders is declared as a holiday by the Government, the last date of submission of tenders will be extended to the next working day.

D. GENERAL TERMS & CONDITIONS OF TENDER

1. Before submission of any tender, the tenderer must verify that they have submitted all relevant certificates / permissions / registration documents in proper format along with tender. No intimation of missing documents and no documents will be accepted thereafter and the tenders will be processed on the basis of available documents / certificates. If the requisite documents are not submitted or even if submitted are not in proper format, the tender is liable to be rejected.

GVK EMRI GUJARAT may seek any clarification / explanation / documentary evidence related to offer at any stage from tenderers if required. However, any clarification / explanation or documentary evidence leads to implication on quoted price, it shall be considered only for technical evaluation but not for price evaluation.

2. **The E.M.D. / Security Deposit shall liable to be forfeited in the following circumstances when the,**
 - (a) Tender is rejected due to failure to supply the requisite documents inproper format or giving any misleading statement or submission of false affidavit or fabricate documents.
 - (b) Party fails to sign the agreement for entering into contract in case the offer is accepted, due to any reason whatsoever.
 - (c) Party fails to supply the goods / items as per the orders / R.C. placed by GVK EMRI GUJARAT within the delivery period so stipulated time line.
 - (d) Party fails to replace/correct the supplied material declared to be wrong / different from specification and R.C. holder / successful bidder has to refund the cost of such goods.
3. **Back out from tender at any interim level during tender processing:** -Once the tenders are submitted it will be the responsibility of the tenderer not to escape halfway directly or indirectly by way of raising any problems.
4. In no case the certificate should be dated earlier than one year {unless otherwise specified} and should be in force and valid on the last date of the submission of the tender / signing of the agreement {as the case may be}. In case, the certificates / licenses / permission is outdated or the validity period is over, the proof of applying for renewal should also be attached. Such certificates will be considered if the renewal has been applied for within the time limit prescribed for the renewal of that permission / license /certificate under the relevant rules and further if such application for renewal is not specifically rejected by the competent authorities. In case any certificate is still awaited from the competent authority, the proof of making the application should also be attached which will be considered if the application is not specifically rejected by the competent authorities.
5. The tenderer must satisfy that they are in possession of the requisite permissions / licenses / permits required for the supply of the items for which the offer is made. Failure to enter into contract if selected or to execute the purchase orders after entering into contract for want of permission /license or due to non-supply of certificates / documents will be viewed seriously and will invite forfeiture of E.M.D. / risk purchase / disqualification for 2 years without any further reference.
6. The tenders will be opened online on the date, time specified in tender notice. In the first instance, only "Technical bid" will be opened online on the date of opening the tender and taken into consideration for finalization. Subsequently, the "commercial bid" will be opened online only for those tenderers whose quotations satisfy the technical requirement of the indenter and are otherwise acceptable.
7. **The tender is liable for rejection due to any of the reasons mentioned below:**
 - i. Non-Submission of tender within stipulated time online.
 - ii. Submission of tender without Tender Fee.
 - iii. Tender is unsigned OR not initialed on each page or with unauthenticated corrections.
 - iv. Submission of tender documents in unsealed envelope.
 - v. Tender not submitted in separate envelopes as per conditions and the envelopes are not super scribed with details of the tender enquiry and part enclosed.
 - vi. Non-payment of Earnest Money Deposit {if not exempted.}
 - vii. Non-submission of required documents as shown at Eligibility criteria section.
 - viii. Conditional and / or vague offers.

- ix. Unsatisfactory past performance of the tenderer.
- x. Rates have been shown elsewhere than Commercial bid.
- xi. Items with major changes / deviations in the specifications / standard /grade / packing / quality are offered in Technical bid.
- xii. Submission of misleading / contradictory / false statement or information and fabricated / invalid documents.
- xiii. Tenders not filled up properly.
- xiv. Non-submission of Turnover Certificate.
- xv. Non submission of documents mentioned in List of Annexure wherever applicable.
- xvi. Non submission of document mentioned above in Technical supporting documents.

E. TERMS OF SUPPLY

1. The accepted tender / rate contract (RC) holder should supply the items as per specifications and packing approved by GVK EMRI GUJARAT, otherwise the supplies will not be accepted, and penalty/ liquidated damages action will be taken against the AT/RC Holder. All supply orders issued by us on or before the last date of the AT / R.C. will have to be accepted by the AT / R.C. Holder and the delivery for all such orders will have to be effected as per the Schedule specified in the order, even though the date of actual supply may fall beyond the last date of the AT/ R.C.
2. RC holder needs to follow the delivery scheduled as mentioned in PO / Order form strictly.
3. In the event of damage or loss of supplies during transit against requisition order the said quantity will have to be replaced by the R.C. Holder. The purchaser will not pay separately for transit insurance and the supplier will be responsible for the supplies as soon as possible, but not later than 15 days from the date of arrival of stores at destinations notify the R.C. Holder of any loss or damages to the stores that might / should have occurred during the transit.
4. Quantity shown in price bid is tentative requirement per annum, it may increase or decrease as per the requirement. The rates should not vary with the quantum of requirement. The tenderer must supply the quantity as ordered by GVK EMRI GUJARAT during the period of Rate Contract.
5. **Delivery Period:** Unless specified in the tender or instructed, the maximum delivery period shall be **three week**. However, we may extend the delivery period in slabs for orders of large quantity. The maximum delivery period will be counted from the next working day after the actual date of posting the order.
6. The bills / invoices are required to be submitted specifying the following details in appropriate places of the invoices
 - a) Number and date of bills or invoice.
 - b) Number and date of AT/R.C.
 - c) Number and date of order.
 - d) Name and specification of item.
 - e) Quantity.
 - f) Total cost; and
 - g) Other details like batch #, packing, unit etc.
 - h) No. & date of challan (If supply made by challan)

- i) HSN Code
 - j) GST Nos. of Buyer & Seller.
 - k) GST Breakup
7. Invoice shall be in the name of GVK EMRI , Naroda-Kathwada Road, Ahmedabad and needs to be submitted along with copy of delivery challan. The supplies shall be allowed by AT/RC Holder only as per Contract.
8. The AT / R.C. Holder shall submit Invoice showing Basic Price and applicable GST rate with HSN code.
9. **Payment Terms:** The payment against supply of stores shall be made **within 30 days** subject to availability of fund from the date of receipt of the goods in good and acceptable conditions at the destination along with clear receipt of Invoice. However, no interest will be chargeable by the AT/R.C. Holder, if the payment is delayed.
10. The payment of the bill shall be made after deducting Government dues, if any.
11. The payment of the bills shall be withheld in the following circumstances:
- a) The goods are found sub-standard or in non-acceptable conditions:
 - b) Breach of condition of any terms and condition of AT/RC by the AT/R.C. Holder.
12. **Liquidated Damages:**
- a. In case the delivery of stores is not affected within the delivery period the AT/ R.C. Holder shall have to pay the penalty (L.D) at the rate of 0.5% of Supply item value (delivered late) per week maximum up to 10%.
 - b. Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.
 - c. **Alternative Purchase**
If the successful Bidder fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the supplier. This would be in addition to any other penalties including forfeiture of security deposit
13. **TRANSPORTATION**
Transportation of goods and transit insurance up to the specified destination will be by road or as specified in the PO and shall be in supplier's scope.
14. **Inspection:** Inspection shall normally be carried out in the premises of the consignee. If goods are offered for inspection in the factory premises all expenditure shall be borne by the AT/RC. Holder. The entire store ordered shall have to be offered for inspection in open condition if required and the same shall be repacked in presence of inspecting team. All packing should be sealed and signed by inspecting authority and sent to the consignee without any extra cost within three days from the date of receipt of inspection note. Inspection charges, including the expenses for the experts, will be payable by the party, if any.

15. Replacement Clause: If any stores supplied against the AT / R.C. are found to be of not of standard quality on inspection and / or analysis by the competent authority, the contractor shall be liable to replace the entire quantity of the relevant batch within 1 weeks or make full payment of the entire consignment against the particular invoice, irrespective of the fact that part or full quantity (batch) of the stores supplied may have been consumed. The decision of GVK EMRI, Gujarat taken on the basis of the report of the competent laboratory regarding quality will be final and binding. The stock of any item, which has been declared, not of standard quality shall be withdrawn immediately followed by intimation to respective AT / RC Holder. In case of generic product supplies, the AT / RC holder is compelled to provide replacement against expiry / near expiry medicines.

16. Product Withdrawal :

(a) If it is deemed necessary at any time by either GVK EMRI GUJARAT or Supplier or any local, state, or central governmental agency or other authority to recall or withdraw the Product produced by Supplier and being supplied to GVK EMRI GUJARAT, either as a result of failure of the Product or Supplier to strictly comply with GVK EMRI GUJARAT'S quality standards or any governmental health rule or regulation, or shall fail to comply with any other governmental authority or agency having jurisdiction, supplier shall bear all costs and expenses incurred by it and/or in complying with the recall or withdrawal procedures, unless (and only then to the extent) such recall or withdrawal is solely the result of the negligence or misuse by GVK EMRI GUJARAT.

(b). If Supplier fails or refuses to promptly comply with the recall or withdrawal of the product upon request by the GVK EMRI GUJARAT or any federal, state or local authority, GVK EMRI GUJARAT shall take such action as it deems necessary to recall or withdraw the product from field (Ambulances in the field) and Supplier shall immediately reimburse for the costs and expenses incurred.

17. Product Allocation and Stocking

In the event there is an emergency shortage of the product, as announced by Supplier or its designated representative, Supplier shall stand ready to stock adequate quantities of the Product so that scheduled supplies to GVK EMRI GUJARAT should not suffer for the full contract period. In an event of Supplier failing to supply the material in ordered quantities and as per time schedules, GVK EMRI GUJARAT reserves the right to procure the product of same or superior quality at same or higher price from an alternate supply source and any difference in cost of procurement shall be debited to Supplier.

18. RISK PURCHASE

The risk purchase of the items ordered at the cost and risk of the party will be carried out when the party fails to:

(a) Sign the agreement for entering into contract due to any reason whatsoever in case the offer is accepted.

(b) Supply the goods / items as per the order placed by GVK EMRI GUJARAT in accordance with the main / parallel / substitute rate contracts, either during the prime / extended validity period or within the delivery period per PO.

(c) The Risk Purchase will be done at any time after the delivery period is over.

(d) The Risk Purchase will be done from Main / Parallel or Substitute R.C. holder for undelivered quantity of the Stores & the Contractor shall be penalized to the extent of 10% of PO value or difference whichever is higher and can be recovered from dues without any intimation.

Any monetary claim arising due to any of the terms and conditions of the tender / supply, including the difference arising due to risk purchase, will be recovered in the following manner:

- (a) From any pending bills of the party;
- (b) From any security deposit of the party; and

If an amount at (a) and (b) are not sufficient to meet an amount of recovery of dues shall be recovered as arrears of land revenue dues under provision of relevant act.

19. Breach of any clause of the certificate will be viewed seriously and action will be taken against vendor which may include forfeiture of E.M.D. / S.D., termination of the contract and disqualification from participating in future business.

20. **Standard Breach Clause:** GVK EMRI GUJARAT, shall in addition to his powers other clause to terminate this contract have power to terminate his liability there under of the time by giving one month's (or such shorter period as may be mutually agreed): notice in writing to R.C. Holder of his desire to do so and upon expiry of notice the contract shall be terminated without prejudice to the right accrued to the date of the termination. However, if the GVK EMRI GUJARAT decided to put an end to the business relations on breach of any conditions of the contract, no such notice shall be necessary in terminating the contract immediately.

21. The period of the rate contract shall be approximately **one year** from the date of issuance of Rate Contract. However, the GVK EMRI GUJARAT, reserves the right to terminate the contract by giving one-month notice at any time at any stage and without any reason.

22. The GVK EMRI GUJARAT, may extend the rate contract further, subject to the same terms and conditions.

23. The Contract can also be terminated by GVK EMRI, Gujarat in the following circumstances:

- a) If the firm is debarred or disqualified or ceases to exist or convicted of any offence.
- b) If the quality of the material supplied is found not up to the standard quality.
- c) If supply position of the firm is not satisfactory.

24. The GVK EMRI GUJARAT, or our authorized representative(s) shall have the right to inspect the factories / manufacturing unit of the manufacturer who have quoted the tender before accepting the offer quoted by them or before placing any order(s) or at any point of time during the finalization of tenders / tenure of AT/R.C. and has also the right to reject the tender or terminate the AT/R.C. / cancel the orders issued or not to reorder based on the facts brought out during such inspections & action deemed fit will be taken against them.

25. **Authority of signing document:** A person signing the Tender Form or any document, forming part of the contract on behalf of the supplier, shall carry the authorization letter stating his / her authority to sign such documents from the respective organization.

26. Performance Security Deposit:

The successful bidder shall be required to submit **Performance Security Deposit of 5% of the order value** in the form of Performance Bank Guarantee in favor of “GVK Emergency Management Research Institute”, payable at Ahmedabad valid for a period of 15 months from the date of issuance of order. The Bank Guarantee shall be returned on successful execution of order.

However, if the supplier fails to execute the order or fails to perform the services as per contract, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount shall be forfeited.

27. Liability of GVK EMRI GUJARAT: As the payment against the supplies under this agreement will be made by GVK EMRI GUJARAT on behalf of and upon release of funds from respective State Government, It is expressly understood and agreed by, between the SUPPLIER and the GVK EMRI GUJARAT that the GVK EMRI GUJARAT is entering into this Agreement solely on behalf of respective State Government. In particular, it is expressly understood and agreed that though the respective State Governments / Government of India are not a party to this Agreement and have no liabilities, obligations or rights hereunder, any delay in the release of vendor payments, for the supplies made under this tender, solely depend on timely receipt of funds for the same from the respective state governments. The SUPPLIER expressly agrees, acknowledges and understands that the GVK EMRI GUJARAT is not responsible for any delays in the release of funds from respective state governments for what so ever reason it may be and shall not hold GVKEMRI responsible for delayed payments and GVKEMRI shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, the SUPPLIER hereby, expressly waives releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the GVK EMRI GUJARAT arising out of this Agreement and not to sue GVKEMRI for any reason, as to any manner, claim, cause of action or thing whatsoever arising of or under this Agreement. However, GVK EMRI will persuade with respective State Government to enable the timely payment to respective Supplier

28. Ethics: Any attempt by a tenderer to obtain confidential information, enter into unlawful agreement with competitors or influence the committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders shall make the tender submitted by that tenderer liable for rejection.

29. Jurisdiction: All disputes arising out of or in connection with this tender shall be referred to law courts with Ahmedabad Jurisdiction only.

30. Power of Cancellation: GVK EMRI GUJARAT reserves the right to cancel the tender notification and reject any or all the tenders, at any time during the process of receipt, evaluation, and finalization of tenders, without assigning any reason what-so-ever.

31. Force Majeure: If at any time during the validity of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by reasons of War, Hostility, Acts of Public Enemy, Civil Commotion(s), Sabotage, Fire(s), Flood(s), Explosion(s), Epidemic, Quarantine Restrictions, Acts of State or Acts of God, hereinafter referred to as eventualities, then the Contract period will get extended for the period of Force Majeure, provided Notice of the happenings of any such eventualities is given, supported by a certificate of appropriate authority or Chamber of Commerce by either party to the other within 15 days from the date of occurrence thereof. Neither party shall by reason of

such eventualities be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance. Work under this contract shall resume as soon as practicable after such eventualities have come to an end or ceased to exist and the decision of the Company as to whether the work has to be resumed shall be final and conclusive. Should one or both parties be prevented from fulfilling their contractual obligations by state of Force Majeure lasting continuously for a period of at least three months, the parties shall consult each other regarding further continuation of the Contract.

32. Fraud & Corruption:

The bidders, suppliers and contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices.

- “Corrupt Practice” means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- “Fraudulent Practice” means misrepresentation or omission of facts in order to execution of contract.
- “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

In the bid document itself, an undertaking from the bidders may be obtained in the format at ANNEXURE- III.

33. Saving Clause

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

34. Arbitration Clause: In case of any dispute, the decision of COO GVK EMRI GUJARATt will be final and honored.

35. Termination:

35.1 Termination: GVK EMRI GUJARAT reserves right to terminate this contract without cause by issuing 30 days prior notice to supplier.

35.2 The supplier can also terminate this contract by issuing 60 days prior notice to the purchaser, however, there shall be no termination by supplier within initial six months of this contract.

36. Contract continuation: Upon expiration of this agreement, provided the service provider makes such service generally available to other commercial customers, the customer may elect to extend the terms and conditions of this agreement for not more than two additional consecutive six-month terms without liability for conversion fees. The customer agrees to pay

service provider rates, charges and fees as prescribed in the pricing section of this agreement and to give the service provider 30 days' notice of such election to continue services.

37. Transition cooperation: The service provider agrees that upon termination of this agreement for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the customer or another service provider.

GVK EMRI GUJARAT

Annexure I

Pre-Qualification Check List

Sr. No.	Document	Submitted (Yes/No/NA)
1	Tender Fee	Yes/No/NA
2	EMD	Yes/No/NA
3	License: Industrial license / I.S.I. Certificate / Factory Inspectors license / Product permission (if applicable)/ Registration certificate with C.S.P.O./ S.S.I./ K.V.I.C./ N.S.I.C./ D.G.S.&D / MSME Part-II acknowledgment /SIS registration and Central Excise Registration /Udyog Aadhar acknowledgment of the Bidder or Principal manufacturer (whichever is applicable).	Yes/No/NA
4	Copy of the Partnership deed (if manufacturer) / Memorandum of Articles /Registration of firm (whichever is applicable).	Yes/No/NA
5	GST registration copy	Yes/No
6	Permanent Account number(PAN) copy	Yes/No
7	Affidavit in ORIGINAL on Non-Judicial Stamp Paper of Rs. 100/-duly attested by First Class Magistrate / Notary public. Annexure-VI	Yes/No
8	Entire Tender Document with annexure duly signed & stamped	Yes/No
9	Empanelment form giving all financial / market / statutory details about firm / company (Annexure V).	Yes/No
10	Audited Financial statements with all reports of last three financial years. In case of unaudited Financial Statements CA Certified Turn Over Certificate must be enclosed for the past 3 years as compliance to average turnover mentioned at Annexure-XI.	Yes/No
11	Document asked in eligibility criteria	Yes/No
12	Literature or Catalogue of the quoted product/item (if applicable)	Yes/No/NA
13	Performa For Performance Statement	Yes/No

ANNEXURE II**UNDERTAKING ON FRAUD AND CORRUPTION**

We M/s Do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply ofunder tender reference no. Dt We shall strictly observe the laws against fraud and corruption in force in the country.

Signature of proprietor/Partner/Director

Designation:

Seal:

ANNEXURE III

Performance Security Bank Guarantee

.....(*Insert: Bank's Name and Address of Issuing Branch or Office*)

Beneficiary: (*Insert: name and Address of Purchaser*)

Date:

PERFORMANCE GUARANTEE No:

We have been informed that (*insert: name of Supplier*) has entered into Contract No. (*Insert: reference no of the contract*) dated With you, for the supply of (*insert: description of goods*).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we (*insert: name of bank*) hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of (*insert: amount in figures*) (.....) (*insert: amount in words*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the Day of, 2..... , and any demand for payment under it must be received by us at this office on or before that date.

** The guarantor agrees to extension of this guarantee for a further period in response to the purchaser's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

Annexure IV

Supplier Information form (SIF)

1. Name of Organization: _____

2. Permanent Account Number (PAN): _____

(Pls. enclose Copy)

3. Registered Address: _____

4. Correspondence Address: _____

5. Deal in kind of Services/Products: _____

6. GST Registration:- _____

7. Bank A/C Details

Name of Bank : _____

Bank A/C No : _____ (Current/Saving)

Branch & Add : _____

IFSC code : _____

MICR code : _____

8. Contact Details

Contact Person : _____

Telephone No : _____

Mobile No : _____

E-Mail ID : _____

9. Name of sister concern or any _____

Interdependent Entity (If Any) _____

(Signature of Authorized Person) Date:

[Name _____ : Designation _____]

ANNEXURE- V**ANNUAL TURN OVER STATEMENT***(On letterhead of Chartered Accountant)*

The Annual Turnover of M/s _____ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

Sr. No.	Year	Turnover in Lakhs (Rs.)
1		
2		
3		
Total		Rs. _____ Lakhs
Average turnover per annum		Rs. _____ Lakhs

Date :

Place :

Name & Signature of
Chartered Accountant

Seal

ANNEXURE- VI**Affidavit****(TO BE SUBMITTED PHYSICALLY)****(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

1. 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.
2. I / We have submitted following Certificates / 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	
Onwards	

3. All the Certificates / Permissions / Documents / Permits / Affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. 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 / Permissions / Documents / Permits / Affidavits is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.
5. I / We further undertake to produce on demand the original Certificate / Permission / Documents / Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. 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.
7. My / Our firm has not been banned / debarred / black listed at least for three years(excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase procedure through tender.
8. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits / affidavits / 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.
9. The above certificates / documents are enclosed separately and not on the Proforma printed from tender document.

10. 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, whichever is applicable].
11. I / We understand that giving wrong information on oath amounts to forgery and Perjury, and I/We am/are aware of the consequence 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.
12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no _____ to _____).
13. 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.
14. 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.
15. I / We hereby commit that we have paid all outstanding amount of dues / taxes / cess /charges / fees with interest and penalty.
16. 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.
17. 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- VII

Government of Gujarat
Finance Department
GR No: EMD/10/2018/18/DMO
Dt.16/04/2018

{A} Guarantees issued by following banks will be accepted as SD/EMD on permanent basis.

- All Nationalized Banks including the Public Sector Bank – IDBI Ltd.

{B} Guarantee issued by following Banks will be accepted as SD/EMD for period up to March 31, 2019. The validity cut-off date in GR is with respect to date of issue of Bank Guarantee irrespective of date of termination of Bank Guarantee.

- *Rajkot Nagarik Sahakari Bank Ltd.*
- *The Mehsana Urban Co-operative Bank Ltd.*
- *The Surat District Co-Op. Bank Ltd*
- *The Ahmedabad Mercantile Co-Op. Bank Ltd.*
- *Nutan Nagarik Sahakari bank Ltd*
- *The Kalupur Commercial Co-Op. Bank Ltd*
- *Saurashtra Gramin bank*
- *Baroda Gujarat Gramin Bank*
- *RBL Bank*
- *Karur Vysya Bank*
- *AXIS Bank*
- *ICICI Bank*
- *HDFC Bank*
- *Kotak Mahindra Bank*
- *IndusInd Bank*
- *DCB Bank*
- *FEDERAL Bank*
- *YES Bank*

All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.

Sd/-
(J G Shelat)
Section Officer
Finance Department.

Annexure VIII

Details of Pre-Printed Stationery

Group 1

Sr. No.	Item Description	Type	Cons / Year
1	Patient Care Record (PCR)	Book	10000
2	Khilkhilat Record Form (KRF)	Book	10000
3	Case paper	Book	18000
4	WID Case Documentation Book	Book	1000
5	Veterinary Care Record (VCR)	Book	2400

Group 2

Sr. No.	Item Description	Type	Cons / Year
1	Vehicle Log Book, Trip Sheet and Daily Kilometer Trip Log Sheet	Registers	650
2	Patient Data Record book	Registers	650
3	Ambulance Daily Vehicle Check sheet & Tools Handing Over & Taking Over Register	Registers	650
4	Stock Register 2Qr/ Item Name Register	Registers	650
5	Patient Refusal Form	Book	1800
6	Ambulance Check List Weekly	Registers	650
7	EMT Report Register	Registers/	650
8	Ambulance Maintenance Register	Registers	650
9	GVK EMRI spiral note book	Book	2000
10	EMT Daily Check List Register	Registers	650
11	Scribbling Pad Small (8*5)	Note Pad	5000
12	IFT Form book	Book	1000
13	Attendance Register	Registers	650
14	Visitor Gate Pass	Book	100
15	Media File	Folder	1500
16	Monthly Indent	Book	650
17	Inward Gate Pass Book	Book	200
18	Defective Equipments form	Book	850
19	WHL Demo Registers	Registers	50
20	Rescue Van Log Book	Registers	150
21	Printed Form Book/ Road Safety Form	Book	200
22	Daily Check list for Equipment(MHU)	Register	120

23	Vehicle Check List – Daily(MHU)	Register	120
24	Ambulance Log Book(MHU)	Register	350
25	Patient Data Record Book (MHU)	Register	1000
26	Medicine Stock Statement Register (MHU)	Register	120
27	OPD Cards	Card	1000000
28	Ambulance Check List Weekly (MHU)	Register	200
29	MHU Lab Register	Register	800
30	Khilkhilat Data Record (KDR) Register	Registers	500
31	Ambulance Log Book- Khilkhilat	Registers	500
32	KK Amby Maintenance Register	Register	250
33	KAR Daily Check List Pilot	Register	50
34	KAR Daily Check List VMO	Register	50
35	KAR Medicines Stock Statement	Register	50
36	KAR Logbook	Register	250
37	KAR Stock Register Book	Register	50
38	KK Vehicle Check List - Daily	Register	250
39	KK Vehicle Check List - Weekly	Register	250

Group 3

Sr. No.	Item Description	Specification	Cons / Year
1	PCR Covers Big 16" x 12" - Star Craft Paper 100 GSM – Four Color Printing	Size 16" x 12"	5000
2	Envelops EMRI A4 size (White Colour) - 80 GSM Sun Shine paper – Logo Print	Size 12" x 9" (A4 size)	20000
3	White envelops 9" x 4" - 80 GSM Sun Shine paper – With Logo Print	Size 9" x 4"	10000
4	Cloth envelops 12" x 16"	Size 12" x 16"	5000
5	Flat File - Yellow with Logo - Rainbow Card board 31kg – Logo Print	Standard size with logo print	3000
6	Flat File - Blue with Logo - Rainbow Card board 31kg – With logo print	Standard size with logo print	2000
7	White envelops 9" x 4" - window - 80 GSM Sun Shine paper – with Logo print	Size 9" x 4" - with Window	20000

8	DBR Covers Big 15" x 11" - Star Craft Paper 100 GSM – Four Color Printing	Size 15" x 11"	5000
9	EMRI Letter Heads A/4	100 GSM	10000
10	A4 Size Copier Paper RIM	75 GSM	2000

Specifications

Sr. No.	Register Name	Specification		58 GSM
1	Patient Care Record (PCR)	Size	14.5" x 9.5"	58 GSM
		Pages	1+1+1,50+50+50, 1st & 2nd page perforated	
		Binding Type	Pakka & Thread Binding	
		Print Type	Two Color Print	
		Print on	Front and Back print on all pages	
		Other	All pages with the Series Number; Second page will be quarter perforate, provide 4 Kores carbon paper of book size with each book	
			Name of the Register on Front Side (Sticker)	
2	Khilkhilat Record Form (KRF)	Size	11.5" x 9.5"	58 GSM
		Pages	1+1+1,50+50+50, 1st & 2nd page perforated	
		Binding Type	Pakka & Thread Binding	
		Print Type	Four Color Print	
		Other	All pages with the Series Number; First page full perforated, Second page will be perforated in reverse 'T' shape, provide 4 Kores carbon paper of book size with each book	
3	Khilkhilat Data Register (KDR)	Size	12.5" x 15"	58 GSM
		Pages	125 Pages	
		Binding Type	Pakka & Thread Binding	
		Print Type	Single color	
		Other		
4	Vehicle Trip Sheet Book	Size	11" x 8.5"	58 GSM + 50 GSM
		Pages	1+1,100+100,1st page white 2nd page yellow, 1st Perforated	
		Page GSM	58 GSM + 55 GSM	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	One Side Print	
		Other	Name of the Register on Front Side (Sticker)	
5	PDR Register- Patient Data Register	Size	15" x 10"	58 GSM
		Pages	200	
		Binding Type	Pakka Binding, Thread Binding	

		Print Type	Single Color	
		Print on	Front and Back Side	
		Other	Name of the Register on Front Side (Sticker)	
6	Daily Check List - Ambulance	Size	11" x 8.5"	58 GSM + 50 GSM
		Pages	1+1,100+100,1st page white 2nd page yellow, 1st Perforated	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	One Side Print	
		Other	Name of the Register on Front Side (Sticker)	
7	Item Name Register	Size	13.5" x 8.5"	58 GSM
		Pages	150	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back side	
		Other	Name of the Register on Front Side (Sticker)	
8	Patient Declining Transport and Prehospital Care book	Size	7.5" x 9"	58 GSM + 50 GSM
		Pages	50+50 (with series numbered)	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Single Color 108 logo on each page	
		Other	First page perforated	
9	Weekly Check List - Ambulance	Size	13.5" x 8.5"	58 GSM + 50 GSM
		Pages	1 + 1, 100 + 100, 1st Page Perforated, 1st White and 2nd Yellow	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	One Side	
		Other	Name of the Register on Front Side (Sticker)	
10	EMT Report Register	Size	13.5" x 8.5"	58 GSM
		Pages	150	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back side	
		Other	Name of the Register on Front Side (Sticker)	
11	Ambulance Maintenance Register	Size	13.5" x 8.5"	58 GSM
		Pages	165	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back Side	

		Other	Name of the Register on Front Side (Sticker)	
			5 in 1 register (As Written Below)	
		1	Ambulance Maintenance Register	
		2	Break down / Off road register	
		3	Equipment Maintenance Register	
		4	Oxygen Cylinder Filling Register	
		5	Fuel and Lub Record Register	
12	Ambulance Log Book Register	Size	13.5" x 8.5"	58 GSM
		Pages	115	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back Side	
		Other	Name of the Register on Front Side (Sticker)	
			Following formats to be added in register	
		1	Vehicle details	
		2	Service records	
		3	Major Breakdown records	
		4	battery replacement / Time chain	
		5	Tyre replacement record	
6	Fixed Ambulance Assets			
7	Hand over / Take over details			
8	Ambulance Log Book			
13	Spiral Note Book - GVK EMRI	Size	9" x 7"	58 GSM
		Pages	50	
		Binding Type	Spiral binding with soft card board	
		Print Type	Two Color	
		Print on	Logo on front + inside on each page front side	
		Other		
14	EMT Daily Check List Register	Size	13.5" x 8.5"	58 GSM
		Pages	100	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Black and White	
		Print on	Front and Back side	
		Other	Name of the Register on Front Side (Sticker)	
15	Scribbling pad small	Size	8.5" x 5.5"	58 GSM
		Pages	10	
		Binding Type	Pin binding	
		Print Type	Two Color	
		Print on	Logo on front + inside on each page front side	
		Other	Perforation on inside pages	

16	IFT Form Book	Size	7.5" x 9"	58 GSM + 50 GSM
		Pages	50+50 (with series numbered)	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Single Color, 108 logo on each page	
		Other	First page perforated	
17	Attendance Register	Size	13.5" x 8.5"	58 GSM
		Pages	100	
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back side	
		Other	Name of the Register on Front Side (Sticker)	
18	Visitor/Courier/Vcare Register	Size	13" X 8.5"	58 GSM
		Pages	100	
		Page GSM		
		Binding Type	Pakka Binding, Thread Binding	
		Print Type	Single Color	
		Print on	Front and Back side	
		Other	Combination of following 3 formats	
		1	Visitor Register	
		2	Courier Register	
		3	V -care register	

LIST OF MHU REGISTERS WITH SPECIFICATIONS

Item Name	Paper Size	GSM	Color Printing	Side Printing	Carbon	Perforation	Set	No.Of Pages	Binding
Patient Record Register	13.5" x 8.5"	58	Single	Front & Back	N.A	No	N.A	200	Thread, Pakka
Vehicle Log Book Cum Trip Sheet	13.5" x 8.5"	58	Single	Front & Back	N.A	No	N.A	150	Thread, Pakka
Case Paper - Book	A-4 (11.5"x8.5")	58	Single	Both Side	N.A	Fully - Top perforation	N.A	200	Pin Binding
MHU - Daily Check List for Equipments	13.5" x 8.5"	58	Single	Front & Back	2 Nos/Book	N.A	N.A	100	Thread, Pakka
MHU - Medicines Stock Statement	A-4	58+Colored Copy	Single	Front	2 Nos/Book	1st Full, 2nd Fixed	25	100	Thread, Pakka
MHU - Lab Register	13.5" x 8.5"	58	Single	Front & Back	N.A	N.A	N.A	150	Thread, Pakka

OPD CARD	3" x 4"	300 GLOSSY ART	Multi	Front & Back	N.A	N.A	N.A	150	N.A
V-care - Courier - Visitor Reg	13.5" x 8.5"	58	Single	Front & Back	N.A	N.A	N.A	100	Thread, Pakka
Attendance Register	13.5" x 8.5"	58	Single	Front & Back	N.A	N.A	N.A	100	Thread, Pakka
MHU Vehicle Daily Check List	A4 SIZE	58	Single	Front & Back	N.A	First copy perforated, second copy colored	1+1	200	Pin Binding

LIST OF KK, KAR & WHL REGISTERS WITH SPECIFICATIONS

Item Name	Paper Size	GSM	Color Printing	Side Printing	Carbon	Perforation	Set	No.Of Pages	Binding
KAR Daily Check List Pilot	13.5" x 8.5"	58	Single Color	Both Side				100	Pakka Binding Thread Binding
KAR Daily Check List VMO	13.5" x 8.5"	58	Single Color	Both Side				100	Pakka Binding Thread Binding
KAR Medicines Stock Statement	13.5" x 8.5"	58	Single Color	Both Side	2 Nos/Book			28	Pakka Binding
KAR Stock Register Book	13.5" x 8.5"	58	Single Color	Both Side				25	Pakka Binding
KAR Logbook	13.5" x 8.5"	58	Single Color	Single Side				25	Pakka Binding
KAR VCR	11.5" x 9.5"	58	Single Color	Front side	2 Nos/Book	1 st page	1+1	100 (50 x 2)	Pakka Binding
KAR Vehicle Check List - Weekly	13.5" x 8.5"	58	Single Color	Single Side				25	Pakka Binding
KK Amby Maintenance Register	13.5" x 8.5"	58	Single Color	Both Side				165	Pakka Binding Thread Binding
KK Vehicle Check List - Daily	13.5" x 8.5"	58	Single Color	Both Side				50	Pakka Binding Thread Binding
KK Vehicle Check List - Weekly	13.5" x 8.5"	58	Single Color	Both Side				50	Pakka Binding Thread/

									Pin Binding
WHL Demo Registers	13.5" x 8.5"	58	Single Color	Both Side				150	Pakka Binding Thread/ Pin Binding
WID Case Documentation Book	14.5" X 9.5"	58	Single Color	Front side	2 Nos/Book	1 st and 2 nd page	1+1+1	150	Pakka Binding Thread/ Pin Binding
WHL Rescue Van Log Book	13.5" x 8.5"	58	Single Color	Single Side				50	Pakka Binding Thread/ Pin Binding

Note:

1. Details of annual quantity given above are indicative based on our past experience. The actual may vary based on requirements.
2. **Physical Samples:** Prospective bidders are advised to check the physical sample of the items to be supplied before submitting the quotation. The physical samples can be checked from the contact persons as mentioned herein tender document.
3. **Sample Submission:** All the samples as per the requirement have to be submitted along with the tender document and vendor has to supply throughout the year for the approved quality only.
4. Proper name of register / book should be mentioned on front page.
5. Front page of register should be made of hard board with gumming pad binding.
6. Carbon (Kores) paper should be supplied as per requirement where it required. Carbon paper should be placed in last paper only.
7. All white paper should be pure milky white in shade. Shade variation will not be accepted. Paper quality should be maintained as per sample submitted.
8. Printing work should be perfect. Color variation or spreading in printing will not accepted.
9. Binding, cutting and page number should be finished otherwise not accepted.
10. In IFT form book, second page should be in light green color and same color should be maintain in every order. Color variation in paper will not be accepted.
11. Successful bid will have to get approval of contain, quality and other before printing of order quantity.
12. During contract period any variation in paper will observed than paper testing will be done in appropriate laboratory and the cost will borne by bidder only.

Annexure – IX**COMMECIAL BID FORMAT**

Sr. No.	Name of the Item	Packing	HSN Code	Unit Rate (Rs.)	Applicable GST %	GST Amount (Rs.)	Total Rate (Rs.)
1	GroupWise all items	Single		250	12	30	280

Note: The Bidders have to quote rates through On-line only. Above format is sample Template for understanding of bidders.

Annexure – X**Performa For Performance Statement****(FOR A PERIOD OF LAST 3 YEARS)**

Name of Firm _____

Sr. No.	Name of Product	Year	Quantity supplied	Value	Name and full address of the purchaser
1					
2					

Date :

Sign & Seal of Tenderer :

Annexure – XI**GroupWise Tender Fee, EMD and Turnover Details**

Sr. No.	Group Number	Tender Fee	EMD	Turnover
1	Group 1	Rs.2,500/- + 18% GST = Rs.2,950/-	Rs.1,50,000/-	Rs.25,00,000/-
2	Group 2	Rs.2,500/- + 18% GST = Rs.2,950/-	Rs.2,25,000/-	Rs.38,00,000/-
3	Group 3	Rs.1,500/- + 18% GST = Rs.1,770/-	Rs.30,000/-	Rs.5,00,000/-

Annexure – XII

Declaration

Tender enquiry No. _____

For supply of _____

1. Name of the tenderer :
2. Full Postal Address :
3. Telephone No./Fax No. :
4. Email address :
5. Date of inception of business :
6. Registration no. & Date :
7. Issued by :
8. Valid till :
9. Details of manufacturing activity :
& item wise capacity
10. Name of person responsible for 9 above

Sr. No.	Name	Designation	Age	Residential Address

11. Name of Govt. Departments/ Pvt. Institutions As per enclosure
to which the tenderer already supplied the items with quantity, value and supply period
12. Has the tenderer ever been black listed by any govt. agency? If yes, give details.
13. Are any cases pending in the court related to any supplies? If yes, give details

14. Does the firm have the adequate facilities for inspection and quality control? Please give details

I, _____ Prop./partner/Director of M/s _____

Hereby declare that the information given in this form is true and correct to the best of my knowledge & belief.

I/we agree to the tender Inviting Authority forfeiting the Earnest Money Deposit and/or Performance Security Deposit and blacklisting us for a period of 5 years, if any information furnished by us proved to be false at the time of inspection and non – compliance with terms and conditions of the contract

I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rates quoted therein. I agree to hold this offer for one year after finalization of rate contract.

Dated: _____
Signature _____
Name of tenderer _____
Address _____
