



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.  
“KHANIJ BHAVAN”, 132 FT. RING ROAD, NR UNIVERSITY GROUND, VASTRAPUR,  
AHMEDABAD 380 052

Website : [www.gmdcltd.com](http://www.gmdcltd.com) email : [cosec@gmdcltd.com](mailto:cosec@gmdcltd.com)

Tele : 079 27913200, 079 27913501 Fax : 079 2791 1151

CIN : L14100GJ1963SGC001206

---

## **EXPRESSION OF INTEREST**

EMPANELMENT OF AGENCY FOR THE WORK OF DESIGNING AND PRINTING OF  
VARIOUS CORPORATE LITERATURE

### **INTRODUCTION**

Gujarat Mineral Development Corporation Limited, is a leading mining PSU of Government of Gujarat and is engaged in development of mineral wealth of the state and power generation. GMDC intends to make a panel of Agencies for getting its various designing and printing jobs done. The panel would be valid for a period of one year from the order of empanelment and can be extended for one more year if found necessary. The nature of jobs will be excellent designing, scanning, planning, printing etc. of publication of various descriptions and for multi colour jobs including Technical Brochures, Books, Reports similar such corporate literature on the basis of modern facilities for international standards available capabilities and with track record of applicant organizations.

The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proofreading, typesetting, editing, binding, etc. as per directions of GMDC.

It will be the responsibility of the agency to return all materials concerned like manuscript, art work, photographs, negatives & positives, floppies, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the firm.

The detailed terms & conditions for empanelment and execution of designing & printing jobs of GMDC are given in Annexure - 'A'(enclosed). Interested agencies may apply for empanelment for undertaking designing and printing jobs in the Performa given at Annexure - 'B'.

GMDC reserves right to (i) take final decision regarding , or to modify or scrap the process, (ii) accept or reject the request of any agency for empanelment, and (iii) to keep or remove any agency on the panel approved for designing and printing jobs etc. and (iv) to assign any job to any agency in the panel or otherwise without assigning any reason (s).

### **ELIGIBILITY CRITERIA**

The Agency/ printer should have

1. Minimum experience of three years in the field of designing and printing works preferably have past experience of handling similar works for Government Departments/Boards/Corporations or reputed private company.
2. An annual turnover of at least Rs. 25 lacs for last two years
3. Two Work orders for similar such jobs in last three years for printing & designing work. Proof of the same should be attached by the agency
4. The agency must have an office in Ahmedabad/Gandhinagar.
5. Should have all the valid registration documents for compliance to all statutory requirement like PAN no., TIN/ GST Registration No. etc
6. The Agency should have full fledged unit of their own for usual design, preparation of art work, designing, composing etc

### **PROCESS FOR ALLOTMENT OF SPECIFIC JOBS**

The expression of interest received in response to this EoI will be evaluated by the evaluation committee of GMDC. The qualified agency will be asked to make a presentation regarding their technical capabilities. The agency empanelled through this process will be supplied with a detailed scope of work from time to time for obtaining financial quotes. All work done the selected agency may at the times be supervised by GMDC to ensure quality.

### **SUBMISSION OF PROPOSAL**

Interested agencies may apply for empanelment for undertaking designing and printing jobs in the Performa given at Annexure - 'B' along with the following documents:

1. Documents as proof in respect of item listed at para above.
2. Profile and track record of printing firm.
3. Client lists.
4. Sample of material printed.

Interested agencies shall deposit a refundable Earnest Money of Rs. 40000 in the form of demand draft drawn in favour of GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED payable at Ahmedabad.

The envelope must bear “EMPANELMENT OF AGENCY FOR THE WORK OF DESIGNING AND PRINTING OF VARIOUS CORPORATE LITERATURE” as well as the mailing address and contact information of bidder to facilitate returning the document in case the are late submission.

Expression of interest may be submitted at the address given below latest by 3:00 PM on 10.12.2016 :

THE CHIEF GENERAL MANAGER,  
GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.  
5<sup>TH</sup> FLOOR, “KHANIJ BHAVAN”, 132 FT. RING ROAD, NR UNIVERSITY GROUND,  
VASTRAPUR, AHMEDABAD 380 052

Any expression of interest received after the stated time will be invalid & shall not be considered. Proposals received within prescribed time and date will be opened on same date at 4.30 pm.

## Annexure I

### GENERAL TERMS AND CONDITIONS

1. Applications should be submitted in the prescribed form only. The empanelment is on the basis of TECHNICAL BIDS. Eligible and Competent firms will be short-listed for the award of publishers. As and when print work or publishing orders are to be assigned, job based specific rates will be invited and work will be assigned on lowest rate basis.
2. Empanelment will be done on the basis of criteria enumerated in this document. The empanelment will be done on the basis of the professional competence and status of the firm.
3. The work of GMDC is time bound and the agency to which job is assigned the job would be required to complete the job within the time-frame set by GMDC, failing which the agency will be liable to pay penalty/LD as decided by the Managing Director of GMDC. The agency would keep GMDC informed about the status of the assigned job at every stage.
4. Notice of the printing job would be invited from all the empanelled agencies by sending the commercial bid by fax/mail/e-mail/voice telephone/by-hand etc.
5. The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proofreading typesetting, editing spiral, binding perfect binding etc as per directions of GMDC.
6. On completion of the job, the agency would be required to send pre-receipted bills in triplicate (all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs, negatives & positives, floppy, CDs/DVDs and other materials given by GMDC, and (iii) samples of the job executed.
7. Earnest money lump sum 40,000/- (Forty Thousand) shall have to be enclosed, by DD only drawn in favour of GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED payable at Ahmedabad without which no EoI will be accepted.
8. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its cost to the satisfaction of and within time fixed by GMDC. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected, GMDC shall have the power to deduct from any payment due to the agency or Earnest Money amount, such sum as it may deem

expedient not exceeding 10% of the value of the particular portion or portions adjudged by GMDC to be defective.

9. A schedule for the work and for the delivery of printed copies will be drawn by the GMDC and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job according to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to the GMDC shall have the power to cancel the order and withdraw the printed (and folded) sheets, forms, etc. the original art works, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign the job to another agency for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to GMDC or his authorized representative for withdrawing the printed and unprinted material.
10. GMDC reserves the right to accept or reject any or all the EOIs without assigning any reasons thereof.
11. GMDC shall have the right to delete any agency from the panel during the currency of the period of the panel, without assigning any reasons thereof.
12. The agency applying for empanelment should furnish all the particulars related to its status and functioning as per Annexure -II.
13. The agencies applying for empanelment will be required to have Service Tax No./GST No./TIN and PAN no. along with validity of registration with appropriate authority.
14. The date of declaration of qualified / empanelled agencies will be at the discretion of GMDC.
15. The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Govt. / Private organization
16. The payment for the assignment will be made after deducting applicable TDS from time to time. Service tax / GST will be paid extra at the prevailing rates from time to time.
17. GMDC can call for further information from the bidders in case of need.
18. Submission of false or incorrect information, history of delayed work, reports of unprofessional conduct among other things shall be sufficient grounds for disqualification.
19. Empanelment period : The panel shall be valid for a period of one year from the order of empanelment and can be extended for one more year if found necessary.

PRE –QUALIFICATION APPLICATION FORM TO BE FURNISHED BY THE AGENCIES  
APPLYING FOR EMPANELMENT FOR PRINTING & DESIGNING WORK

1.	Name & Postal address of Agency	
	Telephones Nos.:	
	E-mail:	
	Fax Nos.	
	Mobile Nos:	
2.	Nature of Agency : (Sole/Partnership/Company/LLP/others)	
	Name & address of Partners or Directors or Owner	
3.	Details of Branches in case any, including addresses, telephonic contact no.	
4.	TIN / GST No.:	
	Service Tax No.:	
	PAN No.:	
5.	Experience details -(Enclose copies)	
6.	Details of minimum Rs.15 lakhs for single job from any Govt. Dept. or PSUs during the last two financial years ended on 31/3/2016 (indicate year-wise) Copy of work orders / documentary proof will be submitted	
7.	List of clients - work done in respect of GOG/PSUs belonging to State Govt. bodies	
8.	Details of Turnover during last 2 years ended on 31/3/2016 (Enclosed attested copies of balance	

	SHEET, P&L Account duly verified by CA)	
9.	Details of earnest money	DD No. Bank Dt. Amount in Rs.
10.	Details of Letters of appreciation or award in the field (enclose copies)	
11.	Has your organisation been placed in defaulter category by any Govt. Department? If not, please submit a self attested certificate to this effect.	
12.	Sample of work done to show creativity and designing capability	

Signature of the Proprietor/Authorized Signatory

Seal

Place :

Date :     /     /2016