



TECHNICAL – BID

E-TENDER No. 006/18-19

PRINTING OF ANNUAL REPORT

OF

GMDC LIMITED

FOR THE

FINANCIAL YEAR 2017-18

PURCHASE DEPARTMENT
GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED
(A Govt. of Gujarat Enterprise)

"Khanij Bhavan", 132 Ft. Ring Road, Nr. University Ground, Vastrapur, Ahmedabad-380052.

Phone: 079-27910933(D)/27913200/3501/0665/1662 **Fax:** 079-27913891/1454

E-mail: purchase@gmdcltd.com **Website:** <http://www.gmdcltd.com>



e-Tender No. 006/18-19.

Item Description	As per FORM-D (Technical Specification)
Quantity	AS PER FORM- D
Place of work	Head office, Ahmedabad
Tender Fee (Non-refundable)	Rs. 1180 (Incl 18% GST) (One thousand) payable in cash or by Demand Draft favouring “GMDC Ltd.” payable at Ahmedabad.
EMD	Rs. 10,000/- (Ten thousand only) if form of DD in favour of GMDC Ltd. payable at Ahmedabad from any Nationalised or scheduled banks (not being a cooperative Bank).
Late Delivery Penalty	0.5% per week subject to maximum 10%
Delivery Period	1 Months from the final proof approval
Availability of Tender document	On web sites www.gmdcltd.com , and www.statetenders.com https://nprocure.com
Last Date and Time of down loading of tender and on line submission of Bid.	31/07/2018 UPTO 12.00 Hours.
Last Date & Time of physical submission of Tender Fee, EMD & supporting documents	31/07/2018 up to 15.00 Hrs. on https://nprocure.com only.
Date & Time of opening of technical bid.	31/07/2018 AT 16.00 Hours. Hours at our Corporate Office Ahmadabad.
The corporation reserves its right to reject any or all tenders or split the job between more than one tenderer without assigning any reason thereof.	

Instruction to Bidders for Online Tendering

1. Tender documents are available only in electronic format which Bidders can download from the website www.gmdcltd.com and <https://nprocure.com>
2. **All bids should be submitted online through the website <https://nprocure.com> only. No physical submission of price bid will be entertained as it should be furnished on-line only. Also no fax, e-mail, letters will be entertained for the same.**
3. Following should be submitted 'off-line' in sealed covers separately at our Corporate Office, Ahmedabad.
[1] Tender Fee, [2] E.M.D. [3] Supporting Documents for Technical Bid.
4. Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class III) (for signing and encryption) as per Information Technology Act, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions- a division of GNFC Limited, who are licensed Certifying Authority by Government of India at address mentioned below at clause 5.
5. All bids should be digitally signed. For details, regarding digital signature certificate and related training involved at the below mentioned address should be contacted:

(n)Procure Cell
(n)Code solutions a division of GNFC
403, GNFC Info-Tower, Bodakdev,
Ahmedabad- 380 054 (India)
Tel: +91 26857316/17/18 Fax: +91 79 26857321
Toll Free: 1800-233-1010, E-mail: nprocure@gnvfc.net
6. Kindly take note that, valid Digital Signature Certificates is must for all the interested bidders. Online tendering process is not possible without valid digital signature certificate.
7. Interested bidders are also requested to complete their procedure for taking digital signature certificate in respect to filling of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.
8. (n)code solutions reserves the rights to issue digital signature certificate after verification of application forms / supporting documents submitted by bidder. (n)code solutions is fully authorized to issue digital signature certificate to bidders.
9. All the bidders who have no facility to participate in on-line tenders are requested to contact (n)code solutions for the same.
10. Free vendor training camp will be organized every Saturday between 4.00 to 5.00 P.M. at (n) code solutions-A Division of GNFC Ltd., Bidders are requested to take benefit of the same (Advance Confirmation to (n)code is requested).
11. All the correspondence in respect to training, support or digital signature certificate should be addressed to (n) code solutions directly on the above mentioned address

On Tenderer's Letter Head

REF. NO.:

DATE:

TO,

SENIOR MANAGER (PURCHASE)
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,
"KHANIJ BHAVAN", 132, FT. RING ROAD,
NR. UNIVERSITY GROUND, VASTRAPUR,
AHMEDABAD-380 052.

SUB. : **Tender Fee / EMD** for e-Tender No.006/18-19 are invited from reputed Printers for Printing of Annual Report book for GMDC share holders and Gujarat and English book for others for year 2017.18

DEAR SIR,

WITH REFERENCE TO THE ABOVE AND AS PER TERMS & CONDITIONS OF TENDER, WE ARE SENDING HEREWITH D.D. / PAY ORDER NO: _____ DATED _____ FOR **RS. 1180/-** (Inclusive 18% GST) DRAWN ON _____ BANK _____ BRANCH IN FAVOUR OF M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD., PAYABLE AT AHMEDABAD, BEING THE AMOUNT OF TENDER FEE.

THANKING YOU,

YOUR'S FAITHFULLY,

NAME, SIGNATURE & STAMP OF TENDERER

On Tenderer's Letter Head

REF. NO.:

DATE:

TO,

SENIOR MANAGER (PURCHASE)
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,
"KHANIJ BHAVAN", 132, FT. RING ROAD,
NR. UNIVERSITY GROUND, VASTRAPUR,
AHMEDABAD-380 052.

SUB. : EMD for e-Tender No.006/18-19 are invited from reputed Printers for Printing of Annual Report book for GMDC share holders and Gujarat and English book for others for year 2017.18

DEAR SIR,

WITH REFERENCE TO THE ABOVE AND AS PER TERMS & CONDITIONS OF TENDER, WE ARE SENDING HERewith D.D./PAY ORDER/F.D/NSC/ NO: _____ DATED _____ FOR **RS. 10,000/-** DRAWN ON _____ BANK _____ BRANCH IN FAVOUR OF M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. PAYABLE AT AHMEDABAD, BEING THE AMOUNT OF E.M.D. KINDLY ACKNOWLEDGE THE RECEIPT AND SEND YOUR STAMPED RECEIPT FOR THE SAME.

THANKING YOU,

YOUR'S FAITHFULLY,

NAME, SIGNATURE & STAMP OF TENDERER

On Tenderer's Letter Head

D E C L A R A T I O N

REF.NO:

DATE:

TO,

SENIOR MANAGER (PURCHASE)
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,
"KHANIJ BHAVAN", 132, FT. RING ROAD,
NR. UNIVERSITY GROUND, VASTRAPUR,
AHMEDABAD-380 052.

DEAR SIR,

I / WE HEREBY SOLEMNLY DECLARE THAT ANY OF OUR PARTNERS JOINTLY OR SEVERALLY AND / OR INDIVIDUALLY OR OUR FIRM / COMPANY / ASSOCIATE COMPANY HAVE NOT BEEN BLACK LISTED BY THE CENTRAL GOVT. OR ANY STATE GOVT. OR ITS UNDERTAKING.

I / WE HERE BY FURTHER DECLARE THAT, IF THE ABOVE DECLARATION IS FOUND UNTRUE, G.M.D.C. LTD. SHALL BE ENTITLED TO TAKE ANY ACTION AGAINST US SEVERALLY AND / OR INDIVIDUALLY OR OUR FIRM / COMPANY IN THIS REGARD IN ANY MANNER AS MAY BE DEEMED FIT BY G.M.D.C.

THANKING YOU,

YOURS FAITHFULLY,

NAME, SIGNATURE & STAMP OF THE TENDERER.

Instructions to Bidders / Tenderers

A. General Instructions:

1. Specification, quantity, unit, rate, taxes, duties, freight, insurance, packing, forwarding etc. should be mentioned separately and clearly.
2. Please indicate Rate/Unit and value both in figures and in words.
3. Quotation should be clear and legible. No correction, over-typing or over-writing shall be permitted in the Price Bid.
4. Tenderers are requested to return our drawings enclosed with enquiry issued along with quotation / regret letter.
5. Tenderers who submit their offers shall be deemed to have read, understood and accepted the terms & conditions of the tender.

B. General Terms & Conditions:

2. ELIGIBILITY CRITERIA:

1. The bidder should have Income Tax Returns for the last three years viz. 2016- 17, 2015-16 and 2014-15.
2. The bidder should have successfully printed and supplied Annual Reports for PSUs/ PSBs/ Public Ltd. Companies/ reputed Financial Institution/Business or Industrial House/ Multinational Corporate etc. handling atleast 25 thousand copies of Annual Reports in single assignment within last three

3. THE TENDER & THE OFFER:

a) It is a three-bid system. The bids are required to be submitted on line at <https://nprocure.com> by the date and time prescribed in the tender notice as under: **Part – I Preliminary Bid** To be submitted online about the details of Tender fee and EMD. **Part - II Technical bid** Technical bid documents i.e. forms are to be submitted on line. However, the documents required to be submitted in support of forms as well as tender fee and EMD in the desired form shall be placed in sealed cover super-scribed “TECHNICAL BID, Tender No. _____ and Name of work ”, should be submitted separately at Corporate Office, Ahmedabad before stipulated time. **Part – III Price-bid** to be submitted on line only before the stipulated time.

b) **If the EMD and Tender fee are not found in the sealed technical bid document cover or if the amount thereof is found short, the tender will not be considered for scrutiny and will be out rightly rejected.**

c) **The Corporation reserves the right to reject any or all the tenders or split the work between more than one bidder without assigning any reason thereof.**

4. OPENING OF BIDS

- a. E-tendering procedure is explained as above.

- b. Preliminary bids will be opened after verification of receipt of payment towards Tender fee and EMD. The bidders will be able to view it on their computers on date and time notified in tender notice.
- c. On verification of the supporting documents, technical qualification of the bidders will be assessed. The successful bidders will be communicated the date and time of on line opening of price bids by fax or telephone or email or SMS. However, all the bidders will be able to view the price bids online on their computers.

5. CORRIGENDUM:

Corrigendum if any shall be uploaded on <https://nprocure.com> only. Please note that there is no provision to take out the list of parties downloading the tender document from the above referred the websites. As such tenderers are requested to see the website once again before due date of tender opening of ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

No separate intimation in respect of corrigendum will be sent to tenders who down loaded the tender document from the website as information in this respect will not be available to website <https://nprocure.com> .

6. Earnest Money Deposit:

- (a) A non-interest bearing Earnest Money Deposit of **Rs. 10,000/- (Rupees Ten thousand only)** shall be paid along with the tender, enclosed with Technical Bid documents in seal cover super scribed "TECHNICAL BID", in form of
 1. DD in favour of GMDC Ltd. payable at Ahmedabad from Government of Gujarat approved bank, except Cooperative banks.

And/or

2. Bank Guarantee, issued by a Government of Gujarat approved bank except Cooperative banks only in India valid for a period of not less than 3 (three) months beyond the proposed validity of bid. The validity of the Bank Guarantee shall be extended if required.

Any pending dues against invoice or any other deposit lying with the Corporation will not be adjusted against Earnest Money Deposit Any tender submitted without Earnest Money shall be summarily rejected and no claim shall be entertained on such rejected tenders.

- (b) The unsuccessful bidders will be refunded the EMD amount by way of crossed cheque within 10 days of finalization of the tender.
- (c) The EMD of the successful bidders shall either be adjusted as a part of security deposit, if desired by the tenderer or shall be refunded by way of crossed cheque on receipt of security deposit amount as Stipulated in clause No. 6.
- (d) If the party does not accept the work order issued by G.M.D.C., then EMD amount paid by the bidder will be forfeited.

7. Security Deposit:

The successful Tenderer shall have to deposit Security Deposit @ 5% of the order value (Including EMD) within a fortnight after receipt of the order. (in the case of SSI Industries, 3% is applicable) by way of

1. DD in favour of GMDC Ltd. payable at Ahmedabad from Government of Gujarat approved bank, except Cooperative banks.

And/or

2. Bank Guarantee, issued by a Government of Gujarat approved bank except Cooperative banks only in India valid for a period of not less than 4 months from the last delivery date and same shall be extended if required.

If the successful Tenderer does not pay Security Deposit or does not supply the material as per our order or does not fulfill any of the terms & conditions of this tender, Earnest Money Deposit paid by such Tenderer shall be liable to be forfeited by the Corporation.

Security Deposit paid by the successful Tenderer shall be liable to be forfeited by the Corporation, if he is not able to supply the material in accordance with the terms & conditions and the Tenderer shall be liable to late supply of the material under this clause.

Security Deposit paid will be refunded within 60 days after the execution of the order satisfactorily.

Earnest Money / Security Deposit will not bear any interest.

8. No Relaxation on EMD/SD.

Unit registered with Govt. of Gujarat / National Small Industrial Corporation Ltd., As SSI Unit will not be exempted from paying Earnest Money Deposit / Security Deposit in any case. Cheque will not be accepted.

9. Specification & Technical details as given in the tender shall be clearly confirmed in the offer. In case any deviation is proposed, it shall be clearly highlighted. All other information required (technical) literature, leaflet, price list etc. should be furnished. However, the decision of the company regarding the acceptability of the deviation shall be final.

10. PRICE:

Bidders are requested to quote the rates strictly as per the terms and conditions mentioned in the Tender Document. Rate quoted by the Tenderer should be firm and no price increase will be allowed to the tenderer during the supply period. The tenderer should quote price only on free delivery at our Project basis. The rates other than (FOR project basis) (our project basis) will not be considered.

11. Validity:

Rate quoted shall remain valid for 120 days from the date of opening of the Technical-Bid, which shall have to be extended unconditionally for further maximum period of 30 days, as deem fit by the Corporation.

12. Taxes, duties & levies:..

Bidders are requested to quote their GST number and date in the bid. Bid received from unregistered dealer will not be considered.

Financial Evaluation: L1 bidder will be decided after considering input tax Credit to be available to GMDC under GST.

13. Delivery:

- a) **Within 1 Month from the approval of final proof from GMDC.**
- b) Timely delivery is the essence of the contract. In the event of supply not being effected within the contractual delivery schedule given in the order ,liquidated damages @ 0.5 % not by way of penalty , of the value of the materials without taxes and duties , per week of delay or part thereof , subject to a maximum of 10 % , is recoverable from the supplier without prejudice to the right of GMDC to procure the balance materials at the risk & cost of the Supplier.

NB:-

- [i] Liquidated damages to be levied shall be calculated on the Base Price on which order is placed. LD shall not be applicable on taxes and duties.
- [II] In the event of failure to supply the goods, or part thereof, within the contracted delivery period, GMDC reserves the right to cancel the contract, or part thereof, and if so desired, to purchase the balance quantity of goods from alternate source at the risk and cost of the defaulting supplier and recover the difference in the event of extra expenditure by GMDC.

14. Invoice:

Original invoice should be sent at our corporate office, Ahmedabad. (Please mention the Purchase Order No. in Invoice without fail).

05. Approval:

The material supplied will be subject to our approval and inspection at project premises. Our decision for acceptance or rejection of the goods will be final and binding on you.

16. Transit Insurance:

The material supplied under the contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery to destination. Insurance is to be provided by the supplier at his cost.

17. Payment Terms:

Payment will be released through E-Banking within 30 days after satisfactory completion of the entire work and submission of bills independently for Ordinary Version and Deluxe Version along with the proof of delivery of ordinary version of annual reports to identified courier agency. The requisite bank details to release payment through E-Banking will be asked for from the successful bidder at the time of award of contract.

18. Loss and Damages:

Not-with-standing anything herein contained, the supplier should undertake to be responsible for the said receipt of the goods in satisfactory condition and without any loss or damage at the final destination and until the same is actually delivered and receipted by the company at its works or other place of final destination.

19. Responsibility for packing and preservation:

The supplier is responsible for the stores being sufficiently and properly packed for transportation and for suitable preservation to avoid deterioration during transit and storage at Project site.

20. If Tenderer is a SSI Unit, please state SSI No. and attach copy of the registration as SSI Unit.
21. Effect of increase in E.D. due to the higher turn over of the party will not be considered in any case.
22. Order will be issued to the successful bidder and in any case request for changing bidder name will not be considered.
23. The tender submitted in contravention of the terms & conditions stated herein will not be considered.
24. No conditional tender will be accepted and will be rejected out rightly. Conditional tender will not be read at the time of Opening.
25. For any typographical error in this tender, decision taken by Corporation will be final & binding to all the bidders.
26. **Weight / Quantity of material supplied:** The weight / quantity recorded at our Project will be taken as the basis of payment.
27. In case of disputes or difference of opinion in the interpretation of any of the terms & conditions of this tender, the decision of the Managing Director, of GMDC shall be final and binding to all.
28. In case of medicines, chemicals and other items having limited shelf life, the left over shelf-life of each item at the time of delivery should be at least 80%.
29. The Corporation reserves the right to reject any or all without assigning any reasons thereof. The corporation also reserves the right to amend, alter, increase or decrease the quantity of the material during any month due to change in the production pattern. If necessary to do so the Corporation reserves right to terminate this contract, without assigning any reasons thereof to the tenderer. For any of the above act, the Corporation does not accept any liability or any financial or other loss that the tenderer may have to suffer in exercising this power by the Corporation.
30. If the tender documents and forms referred to in the tender are not submitted or are submitted but not found duly filled in and unsigned, will result in rejection of the tender.
31. The Court at Ahmedabad in Gujarat State only will have jurisdiction to deal with and decide any legal dispute or contravention between the parties hereto.



FORM – A

CHECK LIST OF DOCUMENTS ENCLOSED WITH TENDER

(A) TECHNICAL BID :

Sr. No.	Particulars	Declaration (Strike out whichever is not applicable)
1.	Check list of documents in the prescribed Performa, Form-A.	Yes/No.
2.	Earnest Money deposit for the value as indicated in Notice Inviting Tender.	Yes/No
3.	Tender Document fees.	Yes/No.
4.	Formats dully filled in and signed along with all required enclosures, complete as per Instruction to bidder.	
	Form No – 'B'	Yes/No
	Form No – 'C'	Yes/No.
	Form No. – 'D'	Yes/No.
5.	Other documents to be enclosed by the bidder as per the instruction to bidder.	
	1.) Tender documents downloaded from websites duly signed by bidder on each page.	Yes/No.
	2.) Technical Literature for proposed supply.	Yes/No.

(B) PRICE BID :

1.	Price quotation In Price Bid Sheet	Yes/No.
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TENDER NO. 005/18-19.

FORM - B

Details to be furnished by the tenderer.

All the details about the description mentioned below is required to be furnished by Tenderer to qualify in Technical bid.

SR. NO.	DESCRIPTION	DETAILS
1	Name of the Tenderer with Full Address, Telephone Nos., Fax No., E-mail Address, Mobile No. etc. Please also provide details of nearest Branch Office if any.	
2	Whether the Tenderer is Manufacture or Authorized Dealer or Trader. If Authorized Dealer, please furnish valid certificate of their Principal.	
3	Whether the Tenderer is a Joint Stock Company, Hindu Undivided Family, Individual or a Registered Partnership Firm. (Enclose attested copy of Deeds or Article of Association).	
4	Name of the person holding the power of attorney, if any. (Enclose attested copy of power of attorney).	
5	Name of the Partners / Directors with their present & permanent address and their liabilities in other firms, in which they are either employed or partners. (Enclose attested copy of partnership deed).	
6	Information of the similar working experience during last three years along with list of clients with addresses & phone numbers.	
7	Value of the above job executed. (Please enclose copy).	
8	Period of the above job executed.	

9	Name of bankers Address A/C No. IFSC NO.	
10	Technical qualification and experience of the proprietor or partners and leading technical employees of the firm with detailed bio-data.	
11	Copy of P.F. code no. from RPFC office if applicable. Copy of the certificate may be provided.	
12	Whether registered vendor in any other Govt. Deptt. / Public U/T / Others. If yes, then furnish the details pertaining to class and the amount qualified to tender (Enclose copy).	
13	Has the applicant or its Partners or Directors been black-listed in past by any Govt. Deptt. Or any other body?	
14	Mention Technical Specifications with Make & Model offered by you.	
15	Technical Specifications & required testing accepted?	
16	Income Tax PAN No	
17	GSTIN No.	
18	Whether E.M.D. paid or not?	Yes / No
19	Whether Penalty Term accepted?	Yes / No
20	Whether Payment Term accepted?	Yes / No
21	Whether Validity Clause accepted?	Yes / No
22	Whether Delivery Period accepted?	Yes / No

NOTE:

- (1) It is compulsory for the tenderer to furnish the details against each of above items and wherever it is not applicable, it may be mentioned so against the respective item.
- (2) Decision of the management regarding the qualifying / disqualifying the Tenderer shall be final and binding to the tenderer and no correspondence in this behalf will be entertained.



TENDER NO. 006/18-19.

FORM - 'C'

DETAILS OF SIMILAR SUPPLY TO VARIOUS CLIENTS IN LAST 3 YEARS. :

Sr. No.	Name of Client with Address & Contact No.	Work Order/Purchase Order No. and Date	Documentary Evidence submitted or not.
1			YES/NO
2			YES/NO
3			YES/NO
4			YES/NO
5			YES/NO

**FORM – D**

(It is compulsory to fill form –D)

Technical Specification of ANNULA REPORT for Year 2017.18.

Description	QTY	Technical Acceptance
<p>English - Ordinary Version Book Size: 10.75" X 8.25" Pages 134 Pages (Including 4 Cover Pages) 54 Gsm Megna of Ballarpur / TNPL (Size 23" X 36") Printing Color - Black Binding: Centre Pin Total Pages - Title 4 + Inner 136 = 140 Pages</p>	16700	
<p>English – Deluxe Version Book Size: 10.75" X 8.25" PAPER: Title (4 Pages) On 210 GSM Art card of Ballarpur / West cost. Inner: 170 GSM art Matt papers PRINTING: Title 4 pages 4 colour + Inner 4 page 4 colour Other inner pages 2 colour PAGES: Title 4 page + Inner Photographs 4 pages+132 inner pages in 2 colours = 138 pages. Lamination: Matt thermal lamination Binding: Section sewing cover creasing and perfect binding</p>	200	
<p>Gujarati - Version Book Size: 10.75" X 8.25" Title (4 Pages) On 210 Gsm Art Card of Ballarpur/West Cost Inside Photograph (4 Pages) On 130 Gsm Art Paper of Ballarpur/West Cost Inside Matter Of 120 Pages On Sunshine Super Print 80 Gsm (23" X 36") Of Ballarpur /West Cost. Title & Photographs Printing: Multi Colour, Inner Pages Printing: Single Colour. Binding: Centre Pin Total Pages - Title 4 + Inner Photographs 4 +Inner 128 =136 Pages PROCESS: All type of Designing, Artwork & Process work will be done by you in consultation with GMDC.</p>	500	

Special terms and conditions:

1. SCOPE OF WORK : Tentative requirement of Printing of Annual Report 2017-18 is as under:

Ordinary Version	Deluxe Version	Gujarati Version
English - 16700	English - 200	Gujarati -500

(Quantity may vary + 10% of the tentative requirement) The specifications are given at page 7 & 8 at (B) and (C).

2. The scope of work shall include printing of Ordinary and Deluxe versions of GMDC's Annual Report in English and Gujarati for the financial year 2017-18 as per specifications given hereunder and arranging entire dispatch of annual reports to shareholders in respect of Ordinary version i.e. labelling of shareholders' addresses state-wise on pan India basis and supply of specified number of annual reports of Ordinary version, Deluxe version and Gujarati Version at GMDC's Registered Office, Ahmedabad.
3. The delivery of the Ordinary Annual Report is to be ensured as per time schedule to be indicated by GMDC at a later date. Any delay in delivery of Annual Reports by the successful bidder shall be treated as default in compliance of the terms and conditions of the tender.
4. For variation in number of pages as well as number of copies in Ordinary Version, Deluxe Version and Gujarati Version cost will be calculated on pro-rata basis of per copy cost to be derived.
5. The job of printing includes frequent proof-reading, translation of entire annual report in Gujarati, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports as also labelling of shareholders' addresses with bar codes state-wise on pan India basis and abroad , etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period as decided by GMDC.
6. The successful bidder is herein after also referred to as "selected printer". The selected printer should have compatible software to convert the text/data provided by GMDC from Excel/Word format to the relevant format without committing any errors/mistakes/ omissions/distortions at their end. Please note that a penalty of 0.5% of total job value shall be deducted for gross mistakes like omissions of figures/text and excessive mistakes in the proof provided by the printer. Hence, the selected printer shall be required to double-check the proofs being forwarded to GMDC for corrections.
7. In addition, kindly take note that for all pre-printing work pertaining to processing, designing, proof reading and translation etc., a temporary DTP Station will be installed at GMDC Office, Vastrapur, Ahmedabad along with deputing an official having good knowledge of designing, typing in English and Gujarati so as to facilitate last minute editing if any, in the manuscript of the annual report. No other space belonging to GMDC shall be occupied by the Contractor without the written permission of GMDC.

8. GMDC reserves the right to deduct any proportionate amount from contractor payment on account of insufficient/unsatisfactory work and or willful/careless execution of job.
9. Since the work is of specialized nature, the contractor shall employ qualified, skilled and well-experienced suitable expert staff for all the working days. If necessary, bidders have to ensure that suitable staff for this job shall also work on Saturdays/Sundays/Holidays as and when required by GMDC without any extra payment.
10. Designing: Design for cover page as well as for inside pages of Ordinary version will be done by the printer and finalized/approved by GMDC. Gujarati translation of entire annual report will be provided by the printer within stipulated time-frame. The bidder will be responsible for accuracy of translated version. Entire proof reading will be done by the printer and final proofs will be submitted to GMDC for approval.
11. Dispatch of Ordinary Annual Reports: Annual Report to shareholders will be dispatched through printers / Courier Agency to be finalized by GMDC at a later date. Entire dispatch will be handled by the printer including printing and pasting of address-stickers with BAR CODES/ direct printing of address WITH BAR CODES on to the report, sorting, insertion etc. in co-ordination with the courier agency (Exact number will be intimated on a later date). The dispatch activity has to be completed as per the time schedule to be given by GMDC at a later date. The addresses of shareholders will be supplied by GMDC in soft copy for Ordinary annual report. GMDC will not bear handling or any other charges except charges for dispatch and the charges, if any, payable to any authority / authorities in this behalf. Balance copies of Ordinary Annual Report, entire lot of Deluxe Version and Gujarati Version is also required to be supplied at our Registered Office, Ahmadabad as per numbers to be indicated by GMDC, without any additional cost.
12. Soft copy: You have to submit the soft copy of annual report in CDR file 5 CD copies. Source data will be provided by GMDC in DOC file
13. The bidder has to attach copy of sample paper along with tender document.
14. Bidder will have to submit compressed version of annual report for purpose of e mailing to shareholders book up to m1.8 MB in RTA file.



PRICE BID

E-TENDER No. 006/18-19

PRINTING OF ANNUAL REPORT

OF

GMDC LIMITED

FOR THE

FINANCIAL YEAR 2017-18

**PURCHASE DEPARTMENT
GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED
(A Govt. of Gujarat Enterprise)**

"Khanij Bhavan", 132 Ft. Ring Road, Nr. University Ground, Vastrapur, Ahmedabad-380052.

Phone : 079-27910933(D)/27913200/3501/0665/1662 **Fax:** 079-27913891/1454

E-mail : purchase@gmdcltd.com **Website :** <http://www.gmdcltd.com>



(ON LINE ONLY)

E-TENDER NO: 006/18-19.

We, M/s. _____ quote our rate as under against your Tender No.006/17-18.

Particulars	Quantity in Number	UNIT	Unit Rate Rs.	Amount Rs.
Annual Report – English Ordinary holder Size- 10.75 X 8.25	16700	Each		
Annual Report – Gujarati Version Size- 10.75 X 8.25	500	Each		
Annual Report – English Deluxe Size- 10.75 X 8.25	200	Each		
Pro-Rata rate of increase or decrease for extra inner pages (Per 4 Page) single colour (English Ordinary)	4	No		
Pro-Rata rate of increase or decrease for inner pages (Per 2 Page) with 2 colour. (English Deluxe)	2	No		
Pro-Rata rate of increase or decrease for extra inner pages (Per 2 Page) with 4 colour. (English Deluxe)	4	No		
Pro-Rata rate of increase or decrease for extra inner pages (Per 2 Page) with single colour (Gujarati Version)	2	No		

SIGNATURE OF TENDERER

Lowest bidder shall be decided on total lot value only i.e. Total cost of Threeritems. (i.e. 200 English + 500 Gujarati+ 16700 share holder ordinary book)