



**Request for Empanelment
for**

**Selection of Recruitment Agency for Hiring of Top
Management Level Manpower for Gujarat Mineral
Development Corporation Ltd**

RFE No. GMDC/HR/12-A/2023

Dec 2023

**General Manager (HR)
Gujarat Mineral Development Corporation Limited
Khanij Bhavan, 132-ft Ring Road, Gujarat University Ground, Vastrapur,
Ahmedabad- 380052**

DISCLAIMER

This RFE is being issued by the Gujarat Mineral Development Corporation Ltd (GMDC) (hereunder called "Authority"/ "GMDC") to the Bidders/Service Providers interested for assisting GMDC for assisting in Hiring of Top Management Level Manpower.

It is hereby clarified that this RFE is not an agreement, and the purpose of this RFE is to provide the Bidder(s) with information to assist in the formulation of their proposals/Bids. While the RFE has been prepared in good faith with due care and caution, GMDC does not accept any liability or responsibility for the accuracy, reasonableness, or completeness of the information, or for any errors, omissions, or misstatements, negligent or otherwise, relating to any feasibility / detailed project report or any other reference document mentioned, implied, or referred herein. This RFE may not be appropriate for all persons. It is not possible for GMDC to consider the investment objectives, financial situation and particular needs of each Proposer/Bidder who reads or uses this RFE. Each Proposer/Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFE and where necessary obtain independent advice from appropriate sources.

Bidder should carefully examine and analyze the RFE and bring to the notice of GMDC any error, omission, or inaccuracies therein that are apparent and to carry out its own investigation with respect to all matters related to the captioned subject, seek professional advice on technical, financial, legal, regulatory and taxation matters and satisfy himself of consequences of entering into any agreement and / or arrangement relating to the captioned subject. GMDC and its employees make no representation or warranty, express or implied, and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of the information contained in the RFE or in any material on which this RFE is based or with respect to any written or verbal information made available to any Proposer or its representative(s).

GMDC may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFE as per its requirements. GMDC reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any party submitting a Proposal. No reimbursement of cost of any type will be paid to persons, entities submitting a Proposal/Bid.

The bidder shall bear all costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GMDC or any other costs incurred in connection with or relating to its bid, regardless of the conduct or outcome of the bidding process.

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DEFINITIONS

In this RFE, the following word (s), unless repugnant to the context or meaning thereof, shall have the meaning(s) assigned to them herein below:

1. **“GMDC”/Authority** shall mean the Gujarat Mineral Development Corporation Ltd who shall appoint the Service Provider for the captioned work.
2. **“Bidder/Proposer”** shall mean any firm or body corporate which is a Limited Liability Partnership registered under LLP act or a company under the Indian Companies Act 1956/2013 which submits a Bid to provide Services to GMDC along with Bid Security and RFE Fees as per the terms of this RFE within the stipulated time for submission of Bids. Consortium is not permitted.
3. **Bid/Proposal** means the Bid submitted by the Bidder(s) in response to this RFE in accordance with the provisions hereof including Technical Bid and Price Bid along with all other documents forming part and in support thereof as specified in this RFE.
4. **“Bid Due Date”** means last date of Bid submission as set out in clause 1.6 of SECTION III
5. **“Service Provider”** shall mean the successful Bidder who is selected by Authority/GMDC as per the process outlined in this RFE Document for assisting GMDC as per the Terms of Reference specified in this RFE.
6. **“Service Provision Agreement/Agreement/Contract”** is the agreement entered into between ‘Gujarat Mineral Development Corporation Ltd (GMDC)’ and ‘Service Provider’ comprising all terms and conditions stated in this RFE.
7. **“Consortium”** shall mean the group of legally constituted entities, who have come together to participate in captioned Service Provision work. A Consortium is not permitted to participate in this Project/Assignment.
8. **“Corrupt practice”** shall have the meaning ascribed thereto under clause 8 of SECTION III.
9. **“Conflict of Interest”** shall have a meaning specified in clause 9 of SECTION III.
10. **“Service Provision Fees /Fees/Service Charges”** shall mean the charges payable by GMDC for the Techno-Commercial Services rendered by the Service Provider.
11. **“Composite Score”** shall mean score obtained by Service Provider as per the formula provided in clause 5.4.
12. **“Pre-Qualification Criteria”** means criteria specified in clause 5.1 of SECTION III
13. **“Evaluation Process”** means steps of evaluation specified in clause 6 of SECTION III

14. **“EMD/ Bid Security”** means the Bid security/ earnest money deposit to be submitted by the Bidder as per clause 2.5 of SECTION III.
15. **Financial Score** shall mean score obtained by Service Provider as per the formula provided in clause 5.3 of SECTION III.
16. **Letter of Award”** shall have the meaning ascribed thereto under clause 7.1 of RFE SECTION III.
17. **“Parties”** means the parties to the Service Provision Agreement and “Party” means either of them, as the context may admit or require.
18. **“Preferred Bidder for the Empanelment”** shall have a meaning specified in clause 6.5 (ii) of RFE SECTION III.
19. **“Successful Bidder/ Empaneled Bidder”** means the Preferred Bidder selected in terms hereof and to whom GMDC shall issue the Letter of Award in accordance with the provisions hereof and who shall undertake the Terms of Reference as per the terms specified in RFE.
20. **“Terms of Reference/Scope /Service Provision Work”** means all the activities as per Terms of reference or Scope of work mentioned in the RFE which the Service Provider is required to carry out as per the Good Industry Practice. Detailed Terms of Reference is specified in SECTION II of RFE.
21. **Technical Score** shall mean score obtained by Service Provider as per the Technical Score system provided in clause 5.2 of RFE SECTION III.
22. **“Third Party”** means any Person other than GMDC and the Service Provider.
23. **“Top Management Level”** refers to the senior executives (Dy General Manager/General Manager and above) who lead the organization as a whole and have the most authority when making business decisions

Any other term(s), not defined herein above but defined elsewhere in this RFE shall have the meaning(s) ascribed to such term(s) therein and shall be deemed to have been included in this Section.

SECTION I: BACKGROUND

Gujarat Mineral Development Corporation Ltd (GMDC) is a leading Public Sector Mining and Minerals Company of Gujarat with operational experience of over 50 years. GMDC's product portfolio spans across mining, value added products and power. Its power portfolio includes clean energy sources such as solar and wind besides thermal power. GMDC is a zero-debt company listed on National and Bombay Stock Exchanges with a market cap of around 13000 Crore (Dec. 2023). Around 26 % of its equity is held by the public while the balance is held by the Government of Gujarat. GMDC secured 469th rank in the prestigious India's fortune 500 companies.

GMDC's mining activities are spread across the state of Gujarat in Kutch, Dev Bhoomi Dwarka, Panchmahal, Bhavnagar, Bharuch, Surat and Chhota Udepur districts. It currently mines Lignite, Bauxite, Manganese, Ball Clay, Silica Sand, Bentonitic Clay and Limestone. It has five (5) operational lignite mines and six (6) upcoming lignite mines. Recently GMDC has acquired two coal blocks through auction in Odisha. GMDC also value adds to minerals through works such as pyrite removal from lignite, beneficiation of bauxite, and beneficiation of Low-Grade Manganese. The Company has set up 2 x 125 MW lignite based Thermal Power Station at Nani Chher in Kutch as a forward integration, wind power plant of 200.9 MW at Maliya, Jodiya, Godsar, Bhanvad, Bada, Baradiya, Rojmal and Solar Power plant of 5 MW at Panandhro Project.

GMDC has undertaken a strategic transformation exercise over the last year with a view to achieve growth milestones, diversity its product portfolio, leverage existing assets, provide inputs to the industry, and contribute to the growth of the state's economy.

As part of its strategic transformation exercise, GMDC is already in the process of expanding its mining operations by setting up six new lignite- based projects in Kutch and South Gujarat. Further, GMDC through its metal division also intends to expand and develop metal mining portfolio by developing existing metal mining projects and exploring new opportunities in metal mining sector in India. Several other projects are in the pipeline based on identified thrust areas.

GMDC is in the process of hiring a large number of top, middle and lower management personnel to support this expansion. Under this RFE, GMDC intends to empanel Recruitment Search Agencies for hiring Top Management Level (TML) Manpower for GMDC Ltd which will support and contribute to the growth of the company.

SECTION II: TERMS OF REFERENCE/ SCOPE OF WORK

The detailed Scope of Work / Terms of Reference (TOR) Deliverables and Timeline are specified in this section.

1. SCOPE OF WORK

GMDC is inviting proposals for the empanelment of Recruitment Agencies for hiring of Top Management Level positions on contractual basis in the organization. Empaneled agencies shall be appointed at an agreed common fee level for all empaneled agencies and GMDC will provide specific assignments to empaneled agencies through rotation/ area of expertise/previous performance. For this purpose GMDC requests proposals from renowned and experienced recruitment agencies . The scope of work is as follows

- i. Assist in preparation of job description of the identified positions
- ii. Provide market insights in terms of talent availability, salary benchmarks and talent sourcing
- iii. Advising GMDC in finalizing the compensation structure as per market standards and statutory guidelines with the help of market research, data analytics and other competency matching tools. Compensation structure may reflect the market conditions based on an analysis of the peer positions and prevailing market compensations.
- iv. Advise GMDC about the selection criteria to be adopted for the selection of identified vacancies.
- v. If so required, assist GMDC in drafting required advertisements with eligibility/qualification/experience etc. pertaining to the position, and advertising in both Print as well as Digital Media channels selected in consultation with GMDC.
- vi. Prepare a pool of identified candidates and share the same with GMDC for shortlisting. Advise in the shortlisting /screening process.
- vii. Assist GMDC in interview and due diligence process of shortlisted candidates
- viii. Advise and assist in communication between GMDC and candidates upto on-boarding of selected candidates prior to joining including notice period related issues.
- ix. Screening processes & conducting of interviews by the Selection Committee constituted by GMDC shall also be facilitated by the selected agency.
- x. The selected Agency shall also respond to relevant queries from applicants in consultation with GMDC post which suitable candidates shall be shortlisted based on their experience, skill sets and academic qualification for positions identified by GMDC.
- xi. Where background verification is impossible, the Agency must do the cross verification of the references from the previous organisations and shall ensure that the candidate profile is true and just.
- xii. Assist by designing and conducting various screening processes including Psychometric Test/ Cognitive Test, in defining the composition of the Selection

Committee etc., in consultation with GMDC for the selection process. For conducting the Psychometric/ Cognitive test, the selected agency needs to subscribe to software services in consultation with GMDC which shall be the best in use by top corporate of India.

- xiii. Bidder must provide necessary support after final selections of candidates for successful onboarding including communication regarding selection, ensuring communication between GMDC and the selected candidate during the notice period prior to joining.
- xiv. Handle and prepare answers for any recruitment-related questions asked under the Right to Information Act as per the rules and regulations of the Government of India and/or the decision of the Hon'ble High Court/ Supreme Court.

GMDC reserves the right to change the scope of the RFE considering the size and variety of the requirements and the changing business conditions.

If the recruitment process leads to litigation due to the shortcomings/ mala-fide intention at the end of the service provider, it will be solely liable and shall indemnify GMDC and keep it harmless.

1.1. Deliverables

Following are the deliverables expected by the Service Provider to GMDC.

Sl. No.	Deliverable (s)	Service level agreement (SLA)
1	List of suitable candidates against a specified position	Within 30 days of communication from GMDC to the agency regarding the said position
2	Final onboarding of candidate	Within 60 days of issuance of the offer letter from GMDC to the candidate.
3	Cross verification of references from previous organizations of the candidate/s selected	Within 30 days of onboarding of a candidate

1.2. Tentative Requirement

The tentative requirement for recruitment is given below. These are indicative only

and may change as per emerging requirements:

Position	Head Office / Corporate Office	At mines/project	Total
General Manager	11	7	18
Dy General Manager	25	15	40
Total	36	22	58

Qualifications / experience areas : Coal and Lignite mining, metals, power, finance, HR

1.3. Duration of the Contract:

The duration of the empanelment shall be two years from the date of acceptance of LOA which may be extended further for a period of one-year with upto 7% escalation in fees based on performance and mutual agreement. However, the GMDC will analyze the performance of the service provider periodically and reserves the right to terminate at any point in time in case of poor performance/non-adherence to contract terms.

SECTION III: INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1. Bidding Process

- a. GMDC has adopted a single stage two packet online bidding system separately for Technical Bid and Price Bid with evaluation Method as detailed out in **Selection of Recruitment Agency for Hiring of Top Management Level Manpower for Gujarat Mineral Development Corporation Ltd** (the “**Bidding Process**”). Technical Bid shall be submitted physically whereas Price Bid shall be submitted online through <https://gmdctender.nprocure.com>. The Bidders are required to place pen drive comprising of soft copy of technical proposal/Bid as part of Technical Bid submission along with Physical copy. The Bids for which the Price Bid is submitted in hard copy / physical form/ pen drive shall be rejected as non-responsive. Complete Bid shall be submitted on or before the time and date fixed for submission of Bid (“**Bid Due Date**”). Bid delivered after Bid Due Date will be rejected.
- b. The Bidders need to offer its Bid which conforms to Terms of Reference and Terms and Conditions provided as part of this RFE Document.
- c. In a first step, evaluation of Technical Bid will be carried out as specified in Clause 6.2 of SECTION III. Based on Technical evaluation, the Price Bids of only Bidder’s meeting Responsiveness Criteria, Pre-Qualification Criteria and Qualification criteria as specified in clause 6.2(a), 5.1 and 5.2 shall be opened.
- d. In the second stage, a Price Bid Evaluation of Technically Qualified Bidders will be carried out as per Clause 6.2 and 6.3. The Bidder shall be ranked in terms of their price bids with the lowest price bid being ranked L1 and second lowest as L2 and so on. In case of the equal price bids, the technical marks shall be the deciding factor for higher rank. A Ranked list of bidders based on their Price in ascending order shall be prepared. Bidders shall be empaneled as per the provisions stated in clause 6.5 (the “**Preferred Bidder for the Empanelment**”).
- e. The bidders are required to quote Service Charge as per Price Bid Format provided in Annexure 9 of this RFE.

1.2. Due Diligence

The Bidders are encouraged to examine and familiarize themselves fully about the nature of assignment, scope of work, all instructions, forms, terms and conditions of RFE, local condition and any other matters considered relevant by them before submitting the Bid by paying a visit to the site, sending written queries to GMDC, and attending a Pre-Bid meeting.

1.3. Acknowledgement by Bidder

By submitted the bid or proposal, the bidder acknowledges that:

- 1) made a complete and careful examination of the RFE
- 2) received all relevant information requested from GMDC;
- 3) accepted the risk of inadequacy, error or mistake in the information provided in the RFE or furnished by or on behalf of GMDC relating to any of the matters referred to in Clause 1.2 above; and
- 4) acknowledged that it does not have a Conflict of Interest
- 5) agreed to be bound by the undertakings provided by it under and in terms hereof.

GMDC shall not be liable for any omission, mistake, or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFE or the Bidding Process, including any error or mistake therein or in any information or data given by GMDC.

1.4. Cost of Bidding

The Bidders shall be responsible for all the costs associated with the preparation of their Bids and their participation in the Bid Process. GMDC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

1.5. RFE Fee

- a) Bidder will need to submit nonrefundable RFE Document/Tender Fee **of INR 17,700 (i.e., RFE fees of INR 15,000 plus 18% GST)**. The RFE Document Fees shall be submitted (i) in the form of a Demand Draft in favour of **“Gujarat Mineral Development Corporation Limited”** and payable at Ahmedabad along with the Bid as per marking and sealing section **or** (ii) by depositing the stated amount directly into GMDC bank account through NEFT/RTGS. In such a case, while submitting the online bid on npcocure, when Bidders are prompted to input the DD number, the Bidder may enter the NEFT/RTGS transaction number. Details for payment in favour of GMDC Limited through electronic mode is specified below:

Bank Name: ICICI Bank, Ahmedabad Branch

Account Number: 002405019379

IFS Code: ICIC0000024

SWIFT Code: ICICINBBXXX

- b) If payment is made through electronic mode, then Bidder shall submit the receipt of the same in the technical bid documents.
- c) In case of Demand Draft then Demand Draft shall be from any bank among the list of scheduled commercial Bank in India published by RBI. This demand Draft for RFE document shall be non-refundable. Bids that are not accompanied by the RFE fees in acceptable amount and form shall considered non- responsive and shall be summarily rejected.

1.6. Schedule of Bidding

Sr. No.	Event Description	Date, Time, and Address
1	Date from which RFE documents will be available	RFE shall be available from 15th Dec'23 from website http://www.gmdcltd.com & https://gmdctender.nprocure.com
2	Last date for receiving Pre-Bid queries/clarifications	Bidders may send their queries by 25th Dec'23 up to 18:00 hrs. to following contacts or reach out for any assistance. General Manager (HR) Email: persn@gmdcltd.com Address: Khanij Bhavan, 132 ft Ring Road, Gujarat University Ground, Vastrapur, Ahmedabad
3	Pre-Bid Meeting	The Pre-Bid Meeting shall be held at 15:00 hrs. on Dec 26, 2023 at GMDC office situated at Khanij Bhavan, 132- ft Ring Road, Gujarat University Ground, Vastrapur, Ahmedabad-380052
4	Online Submission of Price Bid	The Price Bid is to be submitted online only at designated place on https://gmdctender.nprocure.com up-to 15:00 hrs. Jan 15, 2024 on Jan and (i) any submission of offline price bid (i.e., physical submission) or (ii) submission of price bid along with technical bid will lead to disqualification. A copy of instruments or information pertaining to it may be required to be submitted online at the time of submission of Price bid. Technical Bid is not to be submitted online, but should be submitted in physical offline mode after the submission of the Price Bid at the designated address by the deadline mentioned.
5	Last Date and Time of Submission of Technical Bid, RFE Fees & EMD in Hard Copy	The Technical Bid is to be submitted offline, strictly after the due date for online submission of price bid but on or before 16th Jan'24 up to 17:00 Hrs. at GMDC office situated at Khanij Bhavan, 132-ft. Ring Road, Gujarat University Ground, Vastrapur, Ahmedabad- 380052, by Speed Post/RPAD/Hand delivery/Courier in sealed cover duly super scribed as mentioned in the RFE.
6	Opening of Technical Bid	On 16th Jan'24 at 17:30 hrs. at GMDC office
7	Opening of Price Bid	To be indicated to later after completion of Technical Evaluation

8	Signing of Agreement	Within 30 days from the date of issuance of LOA.
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GMDC shall endeavor to adhere to the bidding schedule as specified in above. However, there may be changes due to unavoidable circumstances. Any change shall be informed by placing the Corrigendum on the website and n-procurement portal.

2. GENERAL

2.1. Bid Validity

- a) Bids shall remain valid for a period of not less than 180 days (One Hundred and Eight days) from the Bid Due Date/Bid Submission Date (the “**Bid Validity Period**”). The Bid of the Bidder shall be considered non-responsive if such Bid is valid for a period less the Bid Validity Period.
- b) In exceptional circumstances, prior to expiry of the original Bid Validity Period, Authority may request the Bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his Bid Security/EMD. A Bidder agreeing to the request will not be required or permitted to modify his Bid but will be required to extend the validity of his Bid Security/EMD for the period of the extension, and in compliance with Clause 2.5 of RFE Sec III in all respects.

2.2. Numbers of Bids by Bidder

No Bidder shall submit more than one Bid pursuant to this RFE. If a Bidder submits or participates in more than one Bid, such Bids shall be disqualified.

2.3. Governing Law and Jurisdiction

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Ahmedabad shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

2.4. Authority’s Right to Accept and Reject any Bids or all Bids

- a) Notwithstanding anything contained in this RFE, GMDC reserves the right to accept or reject any Bid and to annul the Bidding Process /Bid Evaluation Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
- b) It shall be deemed that by submitting the Bids, the Bidder agrees and releases GMDC, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding Process and waives, to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

- c) Without prejudice to the generality of Clause (a) and (b) above, GMDC reserves the right to reject any Proposal/Bid if:
- 1) Bid does not meet the Pre-qualification qualification criteria specified in this RFE
 - 2) at any time, a material misrepresentation is made or discovered, or
 - 3) The Bidder found to be indulging in Fraudulent and Corrupt Practices as defined in this RFE.
 - 4) the Bidder does not provide, within the time specified by GMDC, the supplemental information sought by GMDC for evaluation of the Bid.
 - 5) Bidder submits conditional Bid.
- d) If such disqualification / rejection occurs after the Bids have been opened and the Preferred Bidder as per award criteria gets disqualified / rejected, then GMDC reserves the right to consider the next best Preferred Bidder, or take any other measure as may be deemed fit in the sole discretion of GMDC, including annulment of the Selection Process.

2.5. Earnest Money Deposit (EMD)/Bid Security

- a) The bidder shall furnish, a separate Bid Security (also referred to as "Earnest Money Deposit" (EMD)/ Bid Security") for Captioned work as part of his Bid as per the given format. The Bid Security/EMD shall be sealed in a separate sealed envelope along with RFE Fees and super scribing "Earnest Money Deposit and RFE Fees ". An Earnest Money Deposit of amount **INR 1 lakh (INR One Lakh only)** shall be provided in favor of "**Gujarat Mineral Development Corporation Ltd**", in any one of the following forms/formats. The List of Approved Bank is provided in **Annexure 12**.
- i. Account payee Demand Draft /Banker's Cheque from the banks approved by Government of Gujarat from time to time.
 - ii. An irrevocable Bank Guarantee (the "**Bank Guarantee**"), payable at Ahmedabad from the banks approved by the Government of Gujarat from time to time ~~Approved Bank to Authority~~ as per the Annexure 12 and valid for a period of 210 days (Two Hundred and Ten Days) from the Bid Due Date in the format prescribed in the bid documents. The validity of Bank Guarantee may be extended as may be mutually agreed between Authority and Bidder from time to time as per clause 2.1 of RFE SECTION III. In case Bidder intends to provide Bank Guarantee then it should be provided Compulsory e-Bank Guarantee Confirmation through ICICI Bank through SFMS¹ under our IFS Code: ICIC0000024 and UIC GMDC530265584 for Field 7037. Bank Name: ICICI BANK LTD.
- b) Any bid not accompanied with valid Earnest Money Deposit and RFE fee in the acceptable

¹Structured Finance Messaging System (SFMS) is a RBI mandated Bank Guarantee Messaging System.

amount, form and validity period will be summarily rejected by GMDC as being non-responsive and bids of such Bidder shall not be evaluated further.

- c) GMDC shall not be liable to pay any interest on the Bid Security/EMD deposit and the same shall be interest free. The EMD shall be furnished in Indian Rupees only.
- d) The Bid Security of unsuccessful Bidders will be returned by GMDC, as promptly as possible on acceptance of the Bid of the Preferred Bidder or if and when GMDC cancels the Bidding Process. Bidders may by specific instructions in writing to GMDC give the name and address of the person in whose favour the said demand draft shall be drawn by GMDC for refund, failing which it shall be drawn in the name of the Bidder and shall be mailed to the address given on the Bid.
- e) The Preferred Bidder's EMD will be returned, without any interest, upon the Preferred Bidder signing the Agreement and furnishing the Performance Security in accordance with the provision thereof or if and when GMDC cancels the bidding.
- f) GMDC shall be entitled to forfeit and appropriate the Bid Security as Damages inter alia in any of the events specified below. The Bidder, by submitting its Bid, shall be deemed to have acknowledged and confirmed that GMDC will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFE. No relaxation of any kind on Bid Security shall be given to any Bidder.
 - i. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice as specified in Clause 8 of this RFE SECTION III;
 - ii. If a Bidder withdraws its Bid during the Bid Validity Period as specified in this RFE and as extended by mutual consent of the respective Bidder(s) and GMDC;
 - iii. In the case of Successful Bidder, if it fails within the specified time limit –
 - 1) to sign and return the duplicate copy of LOA
 - 2) to sign the Agreement within the time period specified by GMDC.
 - 3) to furnish the Performance Security within the period prescribed therefore in the RFE; or
 - 4) In case the Successful Bidder, having signed the Contract, commits any breach thereof prior to furnishing the Performance Security.

3. DOCUMENTS AND PRE-BID CONFERENCE

3.1. Content of RFE

This RFE comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 3.4.

Notice Inviting RFE

SECTION I:	Background
SECTION II:	Terms of Reference/ Scope of Work
SECTION III:	Instructions to Bidders (ITB)
SECTION IV:	Service Provision Fees & Payment Terms
SECTION V:	Contract Terms & Conditions
SECTION IV:	Annexure

3.2. Clarification to RFE Documents

- a) Bidders requiring any clarification on the RFE may notify GMDC in writing through email at the address provided in clause 1.6. They should send in their queries on or before the date mentioned in clause 1.6section in order to enable Authority to have adequate notice of the said queries so that the same can be addressed at the Pre-Bid Meeting or shortly later. GMDC shall Endeavour to respond to the queries at short span of time prior to Bid Due Date. The responses to queries will be uploaded on website of GMDC <http://www.gmdcltd.com> and <https://gmdctender.nprocure.com>
- b) GMDC is not bound to take cognizance of any queries raised after the date mentioned in the Bid Sheet Section for sending queries.
- c) GMDC shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, GMDC reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring GMDC to respond to any question or to provide any clarification.
- d) GMDC may also on its own motion, if deemed necessary, issue interpretations and clarifications and amendment to RFE. All clarifications and interpretations issued by GMDC shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by Authority or its employees or representatives shall not in any way or manner be binding on GMDC.

3.3. Pre-Bid Meeting

- a) A pre-bid meeting would be held at time and an address specified in clause 1.6. Bidders shall bear their own cost of attending any pre-bid meeting.
- b) During pre-bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of GMDC. GMDC shall endeavor to provide clarifications and such further information as it may, in its sole discretion, considered appropriate for facilitating a fair, transparent, and competitive Bidding Process.
- c) Clarifications/responses would be shared by uploading such responses online only at website of Authority (i.e. <http://www.gmdcltd.com> and <https://gmdctender.nprocure.com>) if required in the form of an addendum and or corrigendum.

- d) Non-attendance at the pre-bid conference shall not be a cause for disqualification of a Bidder. However, terms and conditions of the Addendum(s) shall be legally binding on all the Bidders irrespective of their attendance at the Pre-Bid Conference.

3.4. Amendment of Bidding Documents

- a) At any time prior to the Bid Due Date, GMDC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the RFE by the issuance of Addenda/corrigendum.
- b) Any Addendum/Corrigendum issued hereunder and shall be uploaded only on Authority website <http://www.gmdcltd.com> and <https://gmdctender.nprocure.com>. Please note that there is no provision to take out the list of parties downloading the RFE document from the above referred websites. As such Bidders are requested to see the website from time to time before due date of submission of bid to ensure that they have not missed any corrigendum uploaded against the said RFE after downloading the RFE document. The responsibility of downloading the related corrigendum, if any, will be that of the potential Bidder. No separate intimation in respect of corrigendum will be sent to Bidders who downloaded the RFE document from the website as information in this respect will not be available to websites
- c) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, GMDC may, in its sole discretion, extend the Bid Due Date.

4. PREPARATION AND SUBMISSION OF BIDS

4.1. Language of Bid

- a) The Bids and all related correspondence and documents in relation to the Bidding Process shall be in English language. All supporting documents and printed literature furnished by the Bidders with the Bid may be in any other language if they are accompanied by translations in the English language, duly authenticated and certified by the Bidder.
- b) The Bidders shall ensure that any number mentioned in the Bid shall be followed by words in relation to such numerical format of the number, and in the event, there is a conflict in the numerical and the word format of the number, the number provided in words shall prevail.

4.2. Bid Currency

All prices quoted in the Bid shall be quoted in Indian National Rupee(s) (INR).

4.3. Format and Signing of Bid

- a) The Bidder shall provide all the information sought under this RFE. GMDC will evaluate only those Bids that are received in the required formats and complete in all respects.

b) The Bid must be properly signed by the authorized signatory (the “Authorized Signatory”) as detailed below:

(1) by a duly authorized person holding the Power of Attorney, in case Bidder is either a Limited Company or a Limited Liability Partnership firm

c) In case of the Bidder being Company incorporated under Indian Companies Act 1956/2013, the Power of Attorney shall be supported by a Board Resolution in favour of the person vesting power to the person signing the Bid.

4.4. Submission Format & Sealing and Marking of Proposals

a) The original instruments of the Bid Security of the required value and in approved format as specified in clause 2.5 and RFE Fees as specified in clause 1.5 shall be sealed in an envelope on which the following shall be super scribed:

“RFE for Selection of Recruitment Agency for hiring of Top Management Level Manpower at GMDC Ltd – EMD and RFE Fees”

b) **The Technical Bid** shall be submitted in **Hard copy**. The documents and format to be submitted for Technical Bid shall be as follows

Sr. No	Annexure No.	Particulars
1	1	Letter of Bid Submissions signed by authorized signatory of Bidder
2	2	<p>Bidder’s Organization and Experience.</p> <ul style="list-style-type: none"> • Certificate of registration in India along with RBI approval certificate, GSTIN certificate, PAN details OR Partnership deed, GSTIN registration, PAN details OR Incorporation certificate, MOA, AOA, GSTIN Registration, PAN details as may be applicable. • Documentary evidences for work experience of similar nature from the client such Relevant portion of Work Order/contract/Client completion certificate to be submitted. For confidential engagements, bidder may submit sanitized details supported by CA certificate OR Certificate from MD of the Service Provider firm.
3	3	Comments and Suggestions on the Terms of Reference and Facilities to be provided by Authority
4	4	Description of Approach, Methodology and Work Plan for Performing the Assignment/TOR
5	5	Team Composition and Task Assignments
6	6	Curriculum Vitae (CV) for Proposed Team and Support Staff
7	7	<ul style="list-style-type: none"> • Statutory Auditor Chartered accountants statement specifying audited Turnover for last three Years as per clause 5.1 c) • Audited Financial statements for last three years as per clause 5.1 c)

8	8	No Blacklisting certificate on Stamp Paper
9	9	Authorization of signatory in the form of Board Resolution/ or Power of Attorney (POA notarized and Applicable in case of bid not being signed by the person directly authorized by the firm), as applicable
10	10	Undertaking for information and document provided are true.
11		Original RFE documents issued along with updated addendums /amendments thereto, duly signed by the Bidder through its authorized signatory on all pages.
		A pen drive comprising of soft copy of Technical Bid also to be submitted as part of Technical Bid.

The documents of Technical Bid shall be submitted in hard copy (physical submission) as per the list of submittals provided in table hereinabove of this RFE and should comprise of all documents required to be submitted as per the said Annexure. All documents of the technical proposal/Bid shall be placed and sealed in an envelope on which the following shall be super scribed:

“RFE for selection of Recruitment Agency for hiring of Top Management Level Manpower for GMDC Ltd – Technical Bid”

Both envelopes specified in sub clause a) and b) shall be placed in outer envelopes, super scribed and delivered by the Due date as per the address given:

RFE for selection of Recruitment Agency for hiring of Top Management Level Manpower for GMDC Ltd – Bid submission”

Addressed to:

**General Manager (HR),
Gujarat Mineral Development Corporation Ltd
7th Floor, Khanij Bhavan, 132-ft. Ring Road,
Gujarat University Ground, Vastrapur,
Ahmedabad- 380052**

- c) **Price Bid (Online)** to be filled up at designated places **only on <https://gmdctender.nprocure.com>** as per the format provided in the Annexure 9.
- d) The Bidders are required to submit its Bids (i.e., Technical Bid and Price Bid) on or before the Bid Due Date specified in clause 1.6.

4.5. Bid Due Date

- a) The last date and time of submission of the Bids (the “Bid Due Date/Bid Submission Date”) is specified in clause 1.6.
- b) GMDC may, in its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all Bidders as per clause 3.4. In such event, all rights and obligations of Authority and Bidders previously subject to the earlier deadline will thereafter be

subject to the Bid Due Date as extended. Any such change in the Bid Due Date shall be notified to the Bidders by dissemination of requisite information in this behalf by uploading the Addenda on Authority website of GMDC <https://gmdctender.nprocure.com>.

4.6. Late Submission

- a) Physical submissions for Technical Bid and EMD & RFE fees received by GMDC after the specified time and Date shall not be eligible for consideration and shall be summarily rejected.
- b) Authority shall not be responsible for any delay or non-receipt / non-delivery of any documents/ or technical issues pertaining to online Bid. The bidder is expected to take its registration for e tendering well in time and complete all procedure relating to e submission well in time so that there is time for handling any technical glitches. Bidders who are not familiar with the procedure for online bidding may advantage of training made available by e bidding platform nProcure. The contact details of (n)Procure are as follows:
 - c) **n)Code Solutions (A Division of GNFC Ltd.)**
403, GNFC Infotower, Bodakdev,
Ahmedabad - 380054. India
Sales: 079- 4000 7323
Support: 079- 4000 7300
Email: nprocure@ncode.in

4.7. Modification and Withdrawal of Bids

- a) Bidder shall not be able to modify any part of its Bid after the Bid Due Date. In order to avoid forfeiture of Bid Security, a Bidder may withdraw his Bid after online submission thereof. The Bidder may online modify, substitute, or withdraw its bid after submission, prior to the Bid Due Date and time.
- b) Any alteration/ modification in the Bid or additional information supplied after the Bid Due Date, unless the same has been expressly sought for by GMDC, shall be disregarded.

5. BID EVALUATION CRITERIA

All bids must be considered responsive as described in **clause 6.2 (a)** in order to be considered fit to be evaluated. To be considered eligible and qualified, each Bidder should meet Eligibility Criteria and obtaining minimum **60 marks** in the technical scores specified hereunder will progress to the next stage of Price Bid opening. The Eligibility and Technical Score are described below.

5.1. Pre-Qualification Criteria

A Bidder must meet Pre-Qualification Criteria are specified hereunder in order to qualify for next stage of evaluation.

- a) The Bidder shall be a legal entity registered in India under the relevant legislation. The Bidder may also be a branch office of any foreign entity, provided that such foreign entity is registered in the country of its incorporation and has obtained appropriate approvals from the RBI to operate in India.
- b) The bidder should have **Minimum Average Annual Turn Over: Rs. 20 Crore** (Twenty Crore) in financial years FY20-21 to FY22-23.
- c) The bidder should **have a positive net worth** as on March 31, 2023.
- d) The bidder should have experience of having assisted in recruitment of at least 50 top management level in any of the following types of organizations: Government/Semi-Government/ large Private Companies above turnover of Rs 500 crore / Multi-National Companies:
- e) Consortium/Joint venture is not permitted to participate in the bidding process
- f) Any effort by the bidder to influence the GMDC in any manner in respect or any unprofessional conduct on the part of the bidder in respect of the project will result in the rejection of that submission/proposal.
- g) Submission of false or incorrect information, reports of unprofessional conduct, suppression of information, and non-performance of work awarded earlier, among other things, shall be sufficient grounds for disqualification in a technical bid.
- h) The Bidder should not have been not have been blacklisted during the last 3 years prior to the bid submission date by any Public Sector Undertaking (PSU) / Central or State Government in India / Central or State Government undertaking. The Bidder shall need to submit Anti Blacklisting Affidavit as per format specified in Annexure the Bidder should not have a Conflict of Interest as per Clause 9.
- i) The Bidder should enclose proof in support of all eligibility criteria while submitting the Technical Proposal, failing which the Technical Proposal will not be considered for further evaluation. There is no restriction on the number of credentials that Bidder can provide, however, all credentials should be appropriately bound, segregated, labelled, and paginated in the respective areas. All the credentials of the applicant necessarily need to be relevant to the INDIAN market.

5.2. Technical Score Criteria

The Bids of the Bidders meeting Pre-Qualification criteria shall be considered for assessment and assigning of Technical Score. The Technical Score of the Bidder shall be evaluated as per Technical Score system provided hereunder.

Sr No.	Marking Heads	Marks	Sub-Marks
A	Experience of Bidder	70	
1	Working with PSU/ Government Departments/ Public/ Pvt Ltd/ Pvt Company with turnover Rs 500 crore + for recruiting Top Management Level manpower.	10	1 to 3 organizations: 5 marks 4 to 6 organizations: 8 marks > 7 organisations: 10 marks
2	Number of Top Level Management Level Manpower recruited in the past 3 years	30	45 to 60 manpower: 10 marks 61 - 80 manpower: 15 marks 81 - 100 manpower: 25 marks > 100 manpower: 30 marks
3	Financial Strength: Average Annual Turn Over of company in financial years FY20-21 to FY22-23 (Supported with CA Certificate)	20	Annual turnover 20Cr - 50 Cr: 5 marks Annual to 50 Cr to 100 Cr: 10 marks Annual to >100Cr: 20 marks
4	Location of Branch Offices	10	Located in 1 Indian city: 2 marks Located in 3 to 5 Indian Cities: 5 marks Located in > 5 Indian Cities: 10 marks
C	Approach & Methodology for proposed work based on Bidder's Presentation	30	
	Final evaluation based on the following criteria: <ul style="list-style-type: none"> • Past experience in the sector • understanding of current market • Plan for GMDC 		
	Total	100	
	Qualifying marks	60	

For showcasing completed project references, relevant portions of Work Order/ contract / client completion certificate to be submitted. For showcasing ongoing project references, relevant portions of Work Order/ contract and progress certificate to be submitted. Different projects (with separate Work Orders and separate or additional scope) with the same client can be cited as separate projects.

Experience of parent/ holding company and its subsidiaries or subsidiary companies shall be acceptable.

Experience of parent/ holding company and its subsidiaries or subsidiary companies shall be acceptable. Normally experience of the bidding entity shall be preferred. However, if the bidding entity is submitting experience of its branch office/ parent/ sister/ member of same network or member of same global firm, it may be considered provided a certificate is given by the bidding entity mentioning that they would be able to draw resources/expertise from them as and when required to fulfill the commitments.

Bidder must Score minimum **60 marks** out of total 100 marks in Technical Marking Section specified herein above. The bids of bidders obtaining lower **than 60 score** will be declared disqualified and not be processed further.

The bidder required to quote, online only, lumpsum “Consulting Fees” in terms of Percentage of CTC per recruitment (Fees exclusive of GST but inclusive of all other taxes, costs, and expenses for executing the Scope) as per Price Bid format provided in Annexure 9.

6. EVALUATION PROCESS

6.1. Opening of Technical Bid

- (i) GMDC shall open the Technical Bids received to this RFE, at time, date and Place specified in clause 1.6 in the presence of the Bidders who choose to attend. The Bidders’ representatives who are present at such opening shall sign a register evidencing their attendance as a witness to the Bids opening process.
- (ii) The Bidder’s names, the presence or absence of requisite RFE Fees and Bid Security and such other details as Authority in its sole discretion may consider appropriate, shall be announced at the opening of Technical Bid.
- (iii) GMDC will subsequently examine and evaluate Technical Bids in accordance with the provisions set out hereunder in clause 6.2.

6.2. Evaluation of Technical Bid

The Bidders shall be required to submit documents as listed in this RFE document as per **clause 4.4** along with supporting documents. GMDC shall examine and evaluate the Technical Bids as per the evaluation steps specified below.

a) Test of Responsiveness for EMD, RFE Fee, Timely and proper Submission

- 1) Prior to evaluation of Technical Bids (i.e., Qualification Criteria), GMDC shall determine whether each Bid is responsive to the requirements of the RFE. A Bid shall be considered responsive only if:
 - (i) The Technical Bid is submitted in Hard copy and Price Bid online properly as per the terms of the RFE.
 - (ii) Technical Bid is accompanied by RFE fee and the EMD as specified in the clause 1.5 and 2.5 of ITB respectively.
 - (iii) Physical submission of Technical Bid, RFE fee and EMD is made within specified timeline.
 - (iv) The Bid and physical submissions are received by the Bid Due Date including any extension thereof pursuant hereto;
 - (v) It contains all the information (complete in all aspects) as requested in this RFE and/or Bid Documents (in formats same as those specified in the RFE);
 - (vi) It does not contain any conditionality; and
 - (vii) It is not non-responsive in terms hereof and any other conditions specified elsewhere in RFE.
- 2) GMDC reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by GMDC in respect of such Bid.
- 3) Evaluation of Pre-Qualification Criteria and document checks of only those Bidders shall be carried out whose Bids determined to be responsive.

b) *Assessment of Pre-Qualification Criteria*

- 1) GMDC shall examine and evaluate the Pre-qualification of each Technical Bid upon determining its responsiveness as per sub clause (a) above.
- 2) The Bidder must meet Pre-Qualification Criteria specified in clause 5.1 and have submitted all documents as per clause 4.4 in order to qualify for next stage of assessment.
- 3) Assessment of technical bids to assign Technical Score of only those Bidders shall be carried out whose Bids are meeting Pre-Qualification Criteria and submitted all required documents pursuant to sub clause 2) above.

c) *Determination of Technical Score*

- 1) GMDC shall examine and assign technical score to each pre-qualified Technical Bid as per Technical Marking System provided in clause 5.2 of ITB.
- 2) Responsive and Pre-Qualified Bidders may be called to make multi-media presentation on "Approach and Methodology" by GMDC at its sole discretion.
- 3) The Bids of the Bidder determined to be responsive, meeting Pre-Qualification

criteria and securing minimum **score of 60 in Technical Score** shall be declared Technically Qualified Bids (the “Qualified Bids”/ “Qualified Bidder”).

- 4) The Price Bids of only Qualified Bids shall be opened. Evaluation of Price Bids of only Qualified Bids shall be carried out.

6.3. Opening of Price Bid and Financial Score

- (i) The Price Bid shall be filled up by the Bidder as per E-Tendering at designated places through <https://gmdctender.nprocure.com> as per the indicative format specified in Annexure 9 to this RFE.
- (ii) The Price Bids of only the Bidders determined to be Responsive and meeting the Pre-Qualification Criteria and obtaining required Technical Score in accordance with Clause 6.2,5.1 and 5.2 shall be opened in the presence of such of the Bidders and/or their authorized representatives who choose to attend.
- (iii) The time and date of opening of Price Bids shall be informed to the Bidders who are declared as Qualified Bidders pursuant to sub clause 6.2 (c) in advance. The Bidders’ authorized representatives who are present shall be required to sign and record their attendance. The name of Bidder, bid rates, etc. will be announced at such opening.

6.4. Final Ranked List

- (i) The Bidder shall be ranked in terms of their price bids with the lowest price bid being ranked L1 and second lowest as L2 and so on. In case of the equal price bids, the technical marks shall be the deciding factor for higher rank.
- (ii) A Ranked list of bidders based on their Price in ascending order shall be prepared.

6.5. Discussion and Empanelment

- (i) The agency which will be ranked first on the Ranked list of bidders will be automatically empaneled subject to negotiations.
- (ii) At its sole discretion, GMDC may decide to empanel more than one bidder upto a maximum of three bidders. In this case, the second ranked bidder shall be called to match the price of the first ranked bidder, and if it agrees, it too will be empaneled. If the second ranked bidder does not agree, the offer than pass to the next ranked bidder and so on. More bidders will be offered to match the lowest ranked bidder’s rate. In this manner, upto three bidders may be empaneled (the “Preferred Bidder for the Empanelment”).
- (iii) GMDC reserves the right to discuss/negotiate the rates to arrive at an amicable rate for all empaneled bidders.

6.6. Clarification of Bids and Request for additional/missing information

To facilitate evaluation of Bids, GMDC may, at its sole discretion, seek in writing clarifications / documents / missing information in writing from any Bidder regarding its Bid. If the response from the Bidder is not received by GMDC before the expiration of the deadline prescribed in the written request, GMDC reserves the right to proceed with evaluation process at the total risk and cost of the Bidder.

6.7. Verification and Disqualification

(i) GMDC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFE and the Bidder shall, when so required by GMDC, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by GMDC shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of GMDC there under.

(ii) GMDC reserves the right to reject any Bid and/or appropriate the EMD if:

- at any time, a material misrepresentation in terms of misleading or false representation is made or uncovered, or
- Bidder is blacklisted/barred by any Government Agency.
- In case of fraudulent Bid and the Bidder found to be involved in fraudulent and corrupt practice as per RFE Clause 8.
- In case the Bidder has Conflict of Interest as per clause 9.
- a Bidder makes an effort to influence Authority in its decisions on Evaluation process/ Selection process.
- while evaluating the Bid, if it comes to Authority's knowledge expressly or implied, that some Bidders may have compounded in any manner whatsoever or otherwise joined to form an alliance resulting in distorting competitive price discovery or delaying the processing of proposal.
- Record of poor performance such as abandoning the work, rescinding of contract for which the reasons are attributable to the non-performance of the Bidder, consistent history of litigation awarded against the applicant or financial failure due to bankruptcy.
- A bidder who submits or participates in more than one Bid under this RFE.

Such misrepresentation/ improper response/blacklisting/record of poor performance shall lead to the disqualification of the Bidder. If such disqualification / rejection occur after the Bids have been opened and the Preferred Bidder gets disqualified / rejected, then GMDC reserves the right to:

- a) invite the remaining Bidders to submit their Bids or
- b) take any such measure as may be deemed fit in the sole discretion of GMDC, including annulment of the Bidding Process.

(iii) In case it is found during the evaluation of Bids or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that one or more of the prequalification criteria/ Technical Score Criteria /conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the

Bidder shall be disqualified forthwith if not yet appointed as the Service Provider either by issue of the LOA or entering into of the Contract, and if the Successful Bidder has already been issued the LOA or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFE, be liable to be terminated, by a communication in writing by GMDC to the Successful Bidder or the Service Provider , as the case may be, without GMDC being liable in any manner whatsoever to the Successful Bidder or the Service Provider. In such an event, GMDC shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, without prejudice to any other right or remedy that may be available to GMDC under the RFE and/or the Contract.

6.8. Contacts during Bid Evaluation

Bids shall be deemed to be under consideration immediately after they are opened and until such time GMDC makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, GMDC and/ or their Service Providers/ employees/representatives on matters related to the Bids under consideration.

6.9. Correspondence with Bidder

Save and except as provided in this RFE, GMDC shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.

6.10. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising GMDC in relation to, or matters arising out of, or concerning the Bidding Process. GMDC will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. GMDC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or GMDC or as may be required by law or in connection with any legal process.

7. SELECTION OF SERVICE PROVIDER AND SIGNING OF AGREEMENT

7.1. Notification of Award

- (i) Prior to expiry of the Bid Validity Period, Authority shall notify the Preferred Bidder(s) as the Successful Bidders through letter that his/their Bid has/have been accepted (the "Successful Bidder(s)"). This letter ("Letter of Award"/ "LOA") shall be issued, in duplicate and shall specify the sum which GMDC shall pay to the

Successful Bidder and sum that the Successful Bidder shall pay to Authority in consideration of Project scope as per the terms of Contract.

- (ii) Successful Bidder shall, within 10 (ten) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Successful Bidder is not received by the stipulated date, GMDC may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as damages on account of failure of the Successful Bidder to acknowledge the LOA, and the next Eligible and Qualified Bidder may be considered.

7.2. Signing of Agreement

- (i) After acknowledgement of the LOA as aforesaid by the Successful Bidder, it shall cause the Successful Bidder, subject to furnishing the performance security as per the RFE provisions, to execute/sign the Agreement within the 30 (thirty) days from the date of LOA (the "Execution Date"). The Successful Bidder shall not be entitled to seek any deviation, modification, or amendment in the Draft Agreement
- (ii) The Draft copy of Agreement (the "Contract") is specified in Section V of this RFE.
- (iii) The Successful Bidder shall get correct amount of Stamp Duty adjudicated (Stamp Paper of Rs. 300 denominations can be used), at Ahmedabad in accordance with applicable law, and submit the same in two copies duly stamped and executed within thirty (30) days from the dispatch of Letter of Award. GMDC shall return one copy duly sealed and signed as a token of acceptance of the Contract. Stamp Duty, and any other charges as may be levied under applicable law, shall be paid by the Successful Bidder.
- (iv) After the signing of Agreement, the Successful Bidder shall be called the "Service Provider".

7.3. Performance Security

- (i) The Successful Bidder shall furnish Performance Security to Authority for securing the due and faithful performance of its obligations under the Agreement, within 30 days from the LOA, in the form of Demand Draft or an unconditional and irrevocable bank guarantee (Annexure 11) for amount of equivalent to **10 Lakhs (without GST)** payable to GMDC by the Successful Bidders (the "**Performance Security**") from the banks approved by Government of Gujarat from time to time as provided in Annexure – 12. ~~Approved Bank to Authority~~. Such performance Security shall be in favour of **Gujarat Mineral Development Corporation Ltd** and admissible and payable at Ahmedabad branch from Approved Bank to Authority.
- (ii) The Service Provider shall maintain a valid and binding Performance Security for a Contract Period. The Service Provider shall ensure that the Performance Security shall subsist in full force and effect in terms hereof, throughout the Agreement Period and thereafter until expiry of three months. In case Contract Period is

extended then the Service Provider shall have to renew Performance Security for a period of extended Contract Period.

- (iii) If the Successful Bidder, fails to furnish the Performance Security, it shall be lawful for GMDC to forfeit the EMD and cancel the contract or any part thereof.
- (iv) GMDC shall be entitled to forfeit and appropriate the amount of the Performance Security in whole or in part:
 - a) in the event GMDC requires to recover any sum due and payable to it by the Service Provider including but not limited to Damages; and which the Service Provider has failed to pay in relation thereof; and
 - b) in relation to Service Provider's breach in accordance with the terms contained in the Agreement.
- (v) At any time during the Validity Period, the Performance Security has either been partially or completely been encashed by GMDC in accordance with the provision of the Agreement. The Service Provider shall within 15 (fifteen) days of such encashment either replenish, or provide a fresh performance security, as the case may be, failing which GMDC shall be entitled to terminate this Agreement.
- (vi) At the end of the Contract Period, the Performance Security shall be returned to the Service Provider without any interest, subject to any deductions which may be made by GMDC in respect of any outstanding dues under the terms of the Agreement.

7.4. Commencement of Work/Assignment

The Service Provider shall commence the Service Provision within one month of the Signing of Agreement, or such other date as GMDC may permit. If the Service Provider fails to either sign the Agreement as specified in Clause 7.2 or commence the assignment as specified herein, GMDC may invite the second ranked Bidder for negotiations. In such an event, the LOA, or the Agreement, as the case may be, may be cancelled / terminated.

7.5. Proprietary Data

Subject to the provisions of Clause 6.9, all documents and other information provided by GMDC or submitted by Bidder to GMDC shall remain or become the property of GMDC. Bidder and the Service Provider, as the case may be, are to treat all information as strictly confidential. GMDC will not return any Bid or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Service Provider to GMDC in relation to the Service Provision Assignment pursuant to TOR shall be the property of GMDC.

7.6. Tax Liability

- (i) The rates quoted in Price Bid Annexure 9 shall be inclusive of all taxes, duties, surcharge Levies etc. as applicable ("Price Quote") except applicable Goods and Service Tax. Applicable GST at the time of invoicing shall be reimbursed by GMDC.

- (ii) GMDC shall be entitled to deduct tax at source as may be applicable. The TDS certificate(s) shall be submitted as per the due date specified in the Income Tax Act.

8. FRAUD AND CORRUPT PRACTICES

- a) The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOA and during the subsistence of the Contract. Notwithstanding anything to the contrary contained herein, or in the LOA or the Contract, GMDC may reject a Bid, withdraw the LOA, or terminate the Contract, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder or as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in the Bidding Process. In such an event, GMDC shall be entitled to forfeit and appropriate the EMD, as the case may be, without prejudice to any other right or remedy that may be available to GMDC under the Bidding Documents and/ or the Contract, or otherwise. In case of cancellation of Contract, if already awarded, Authority shall be entitled to recover from the Bidder the amount of any loss arising from such cancellation in accordance with provisions of RFE Document. Recoverable loss would be limited to the value of the contract.
- b) Without prejudice to the rights of GMDC under sub Clause (a) hereinabove and the rights and remedies which GMDC may have under the LOA or the Contract or otherwise if a Bidder or Service Provider as the case may be, is found by GMDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOA or the execution of the Contract and/or otherwise, such Bidder or Service Provider shall not be eligible to participate in any tender or RFE issued by GMDC during a period of 2 (two) years from the date such Bidder or Service Provider as the case may be, is found by GMDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.
- c) For the purposes of this Clause 8, the following terms shall have the meaning hereinafter respectively assigned to them:
 - (i) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of GMDC who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract or arising there from, before or
 - (ii) after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of GMDC, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever,

whether during the Bidding Process or after the issue of the LOA or after the execution of the Contract, any person in respect of any matter relating to the Project or the LOA or the Contract or otherwise, who at any time has been or is a legal, financial or technical adviser of GMDC in relation to any matter concerning the Project;

- (iii) “**fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- (iv) “**coercive practice**” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (v) “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by GMDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (vi) “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

9. CONFLICT OF INTEREST

- a) The Bidder shall not have a conflict of interest that may affect the Selection Process or the Service Provision (the “Conflict of Interest”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, GMDC shall forfeit and appropriate the Bid Security, if available, or as mutually agreed genuine pre-estimated compensation and damages payable to GMDC for, inter alia, the time, cost, and effort of GMDC including consideration of such Bidder’s Proposal/Bid, without prejudice to any other right or remedy that may be available to GMDC hereunder or otherwise.
 - b) GMDC requires that the Service Provider provides professional, objective, and impartial advice and at all times hold GMDC’s interest’s paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Service Provider shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of GMDC.
 - c) Without limiting the generality of the above, shall be deemed to have a Conflict of Interest affecting the Selection Process, if the relationship between two Bidders is established through common holding, either directly or through Associates, of at least 26% holding of equity/profit sharing in another company/firm, or in each other and other terms as specified hereunder;
- A. The Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or Associate (or any constituent thereof) have common

controlling ownership interest. Common controlling ownership interest for Company, Limited Liability Partnership Firms defined as follows. Associates of the Bidding firm shall mean Parent and/or Subsidiary and/or sister concerned firm having meaning specified in **definition section**.

- (1) **If Bidder is a Company:** In such case, the Bidder (including its Associate or any shareholder thereof of Bidder and/or its Associates) possessing over 26% of the paid up and subscribed capital in its own company or Associate as the case may be, also holds:
 - a) more than 26% of the paid up and subscribed equity capital in the other Bidder, its Member or Associate of such other Bidder or Associates is Company; and/or
 - b) more than 26% of profit sharing in other Bidder or Associates such other Bidder or Associates is a Limited Liability Partnership firm. and/or

 - (2) **If Bidder is a Limited Liability Partnership Firm:** In such case, the Bidder or its Partners or Associate having a profit sharing of more than 26% of such Bidder or its Partners or Associate as the case may be also holds;
 - a) more than 26% of the paid up and subscribed equity capital in the other Bidder or Associate of such other Bidder, its Member or Associates is Company; and/or
 - b) more than 26% of profit sharing in other Bidder or its Associates such other Bidder or its Associates is a Limited Liability Partnership firm. and/or
- B. a constituent of such Bidders is also a constituent of another Bidders; or.
- C. such Bidders receives or has received any direct or indirect subsidy or grant from any other Bidder/s, or has provided any such subsidy to any other Bidders; or
- D. such Bidder has the same legal representative for purposes of this Bid as any other Bidders; or
- E. such Bidders has a relationship with another Bidders, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bid of either or each of the other Bidders; or
- F. there is a conflict among this and other Service Provision assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the Service Provider will depend on the circumstances of each case. While providing services to GMDC for this assignment, the Service Provider shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- G. Bidder shall furnish an affirmative statement as to the existence of, or potential for conflict of interest on the part of the Bidder due to prior, current contracts, engagements, or affiliations with Authority. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or

other) that would adversely impact the ability of the Bidder to complete the requirements as given in the RFE.

10. MISCELLANEOUS

- a) The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Ahmedabad shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
- b) GMDC, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - (i) Suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
 - (ii) consult with any Bidder in order to receive clarification or further information;
 - (iii) retain any information and/ or evidence submitted to GMDC by, on behalf of, and/ or in relation to any Bidder; and/ or
 - (iv) Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- c) It shall be deemed that by submitting the Bid, the Bidder agrees and releases GMDC, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection with the Bidding Process and waives, to the fullest extent permitted by applicable laws, any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or in future.
- d) **No Partnership:** Nothing contained in the RFE shall be construed or interpreted as constituting a partnership between the Parties. Neither Party shall have any authority to bind the other in any manner whatsoever other than as per provisions laid out in this Agreement.
- e) The Service Provider shall be deemed to be acting as an independent contractor of Authority and shall not be deemed an agent, legal representative, joint venture, or partner of Authority. Neither party is authorized to bind the other to any obligation, affirmation, or commitment with respect to any other person or entity.

SECTION IV: SERVICE PROVISION FEES AND PAYMENT TERMS

1. SERVICE PROVISION FEES

- a) Authority hereby covenants to pay the Service Provision Fees to the Service Provider for the Scope of the Work/ TOR specified in Section II of this Agreement and as per the payment terms specified in Subclause 2) of this section at agreed price specified hereunder for respective Package(s) awarded to the Bidder.
- b) If the onboarded candidate quits his position within 90 days (3 months) of his appointment, the selected service provider is liable to replace the person, without any additional cost to the GMDC.
- c) The quotation of Service Charge per assignment are being invited and to be quoted for bidder's scope as per the price bid format specified in Annexure 9 (Format of Price Bid) RFE.
 - b) The bidder shall quote the Service Charge per assignment considering all possible escalation during the currency of the contract
 - c) The Service Charge per assignment quoted by the service provider shall remain firm during the pendency/currency of the contract and no price escalation is consider/payable under this contract on any account for whatsoever reason.
 - d) Applicable GST, over and above approved Service Charge, at the time of invoicing shall be reimbursed by GMDC. The risk of applicability of any taxes, duties, and levies except GST, shall rest with the bidder.
 - e) All the payments shall be in Indian Rupees (INR). The detailed payment terms are given below:

Milestone	Release of Payment
Successful completion of One Month post On boarding of candidate, subject to completion of background verification/ cross verifying the references	100% of total fee

The Successful Bidder(s) shall submit the invoice(s) on pro-rata basis (i.e., on each successfully recruitment done). No advance payment will be done.

- f) After acceptance of the invoice along with the supporting documents, the invoice would be processed for release of payment within 30 working days after due verification of the invoice back ground verification certificate with source verification & other supporting documents.

g) The Tax Deduction at Source (TDS) shall be made as per the provisions of Income Tax/GST Acts and Rules, as amended from time to time and a certificate to this effect shall be provided to the Successful bidder.

SECTION V: CONTRACT TERMS AND CONDITIONS

THIS AGREEMENT is entered into on this the _____ day of _____, 20_____

BETWEEN

Gujarat Mineral Development Corporation Ltd, a company incorporated under Indian Companies act, 1953 and having its corporate office at Khanij Bhavan, 132-Ring Road, Gujarat University Ground, Vastrapur, Ahmedabad- 380052 (hereinafter referred to as the "Authority/GMDC" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors, and assigns) of ONE PART;

AND

_____, having its registered office at _____, hereunder referred to as the "**Service Provider**" which expression shall unless repugnant to the context include its successors and permitted assigns, of the OTHER PART.

GMDC and the Service Provider are hereinafter individually referred to as "Party" and collectively as "Parties".

WHEREAS

- A. GMDC vide its Request for Empanelment, dated ____ invited Bids from competent parties through transparent and competitive bidding process **RFE for selection of Recruitment Agency for hiring of Top Management Level Manpower at GMDC Ltd** as per the terms specified in RFE and this Agreement (hereinafter called the "**Project/Assignment/ Work/ Scope of Work**"):
- B. Pursuant to the evaluation of the bids received, GMDC has accepted the bid of the Service Provider dated _____ as per the terms and conditions specified in RFE documents, subsequent Addendum and terms specified in this Agreement and issued a Letter of Award (LOA) No. _____ dated _____ accepting the particular Bid Proposal for empanelment.
- C. The Service Provider has accepted the LOA by its letter dated _____, requiring inter alia the execution of the Contract. GMDC hereby agrees to appoint and avail services of Service Provider for **selection of Recruitment Agency for hiring of Top Management Level Manpower at GMDC Ltd.** on the terms, conditions and covenants hereinafter set forth in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and the respective covenants and agreements set forth in this Agreement, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties (GMDC and Service Provider) **hereby agree as follows:**

The following documents attached hereto shall be deemed to form an integral part of this Agreement:

This Agreement along with all Annexure/schedule hereto.

1. RFE Document issued by GMDC in its entirety including all its parts/sections, annexure, corrigendum, and Addendums thereto.
2. Letter of Acceptance (LOA) no. _____ issued on _____.
3. Terms of Reference provided in RFE SECTION II.
4. Payment Terms provided in RFE SECTION IV.
5. Service Provider's Key Personnel specified in Schedule ____
6. Any relevant correspondence between the two parties that the signatories have agreed to include as part of the Contract for validating and clarifying any points in the Contract or by way of revised or improved understanding of any terms of the Contract as appended herein.

While all above documents are deemed to be part of the Agreement, in the event of any discrepancy / conflict in the terms of the above referred documents or interpretation thereof, the provisions of the more recent document, date wise, shall prevail over the older document.

1. GENERAL

1.1. Definition and Interpretation

- 1.1. In this Agreement, the following words and expressions shall, unless repugnant to the context or meaning thereof, have the meaning hereinafter respectively ascribed to them hereunder:
 - a. **"Applicable Law"** means all the laws, acts, ordinances, rules, regulations, notifications, guidelines, or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract, including without limitation those laws/regulations applicable to the Project;
 - b. **"Applicable Clearances"** means all clearances, permits, no-objection certifications, exemptions, authorisations, consents, and approvals required to be obtained or maintained under Applicable Law, in connection with the Project during the subsistence of this Agreement;
 - c. **"Authority"** or **"GMDC"** means the Gujarat Mineral Development Corporation Ltd [including without limitation its authorized representatives];
 - d. **"Service Provider"** means any private or public entity selected to provide the Services to GMDC under this Contract.
 - e. **"Contract"** means the Contract signed by the Parties and all the attached documents listed in Preliminary and the Annexures/schedules.
 - f. **"Contract Period"/" Agreement Period"** shall have a meaning specified in clause 2.4
 - g. **"Day"** means calendar day.
 - h. **"Dispute"** shall have a meaning specified in clause 9.1
 - i. **"Effective Date"** shall have meaning specified in clause 2.1.
 - j. **"Force Majeure"** shall have a meaning specified in clause 2.7.1.
 - k. **"Insurance"** shall have a meaning specified in clause 3.1.1.
 - l. **"Local Currency"** means Indian Rupees.
 - m. **"Party"** means the "Authority" or the Service Provider, as the case may be, and **"Parties"** means both of them.

- n. **“Team Leader”** shall have a meaning specified in clause 4.5
- o. **“Performance Security”** shall have a meaning specified in clause 7.3.
- p. **“Personnel”** means professionals and support staff provided by the Service Providers and assigned to perform the Services or any part thereof;
- q. **“Services”/ “Scope of Services/Terms of Reference (TOR)”** means the work to be performed by the Service Provider pursuant to this Contract, as described in RFE SECTION II;
- r. **“Sub-Service Providers/ Sub Contractor”** means any person or entity to whom/which the Service Provider subcontracts any part of the Services. Sub-contracting of ToR is not permitted.
- s. **“Terms of Reference” (“TOR”)** are the description of scope of Service to be performed by the Service Provider. Detailed TOR is specified in RFE SECTION II;
- t. **“Third Party”** means any person or entity other than the “Authority”, or the Service Provider.

1.2. Principles of Interpretation

- a. The table of contents, numbers, headings, and marginal headings in this Agreement are solely for the purpose of facilitating reference and shall not impact the construction or interpretation of this Agreement.
- b. Words importing Persons or Parties shall include firms, companies, corporations, trusts, associations, and any organizations, having legal capacity to sue and be sued in their names.
- c. Words importing the singular also include the plural and vice versa where the context requires.
- d. Words importing one gender also include other gender.
- e. In case of ambiguities or discrepancies in this Agreement, the following shall apply:
 - (i) Between the Articles and the Schedules, the Articles shall prevail:
 - (ii) Between any value written in numerals and that in words, the latter shall prevail.

1.3. Relationship between Parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of agent and principal as between GMDC and the Service Providers. The Service Provider shall, subject to this Agreement, have complete charge of Personnel performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

1.4. Rights and Obligations

The mutual rights and obligations of GMDC and the Service Provider shall be as set forth in the Agreement, in particular:

- a) the Service Provider shall carry out the Services in accordance with the provisions of the Agreement; and

b) GMDC shall make payments to the Service Provider in accordance with the provisions of the Agreement.

1.5. Governing Law and Jurisdiction

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the courts at Ahmedabad shall have exclusive jurisdiction over matters arising out of or relating to this Agreement.

1.6. Language

All notices required to be given by one Party to the other Party and all other communications, documentation and proceedings which are in any way relevant to this Agreement shall be in writing and in English language.

1.7. Table of Content and Heading

The table of contents, headings or sub-headings in this Agreement are for convenience of reference only and shall not be used in, and shall not affect, the construction or interpretation of this Agreement.

1.8. Notices

Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified hereunder.

If to Authority;

_____.

Gujarat Mineral Development Corporation Ltd, Ahmedabad
If to Service Provider;

1.9. Location

The Services shall be performed at GMDC Corporate office Ahmedabad.

1.10. Authorised Representative

- a) Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the "Authority" or the Service Provider may be taken or executed by the officials specified hereunder
- b) GMDC may, from time to time, designate one of its officials as GMDC Representative. Unless otherwise notified, GMDC Representative shall be: -----

- c) The Service Provider may designate one of its employees as Service Provider's Representative. Unless otherwise notified, the Service Provider's Representative shall be: -----

2. COMMENCEMENT, COMPLETION AND TERMINATION OF AGREEMENT

2.1. Effectiveness of Agreement

This Agreement shall come into force and effect on the date of this Agreement (the "Effective Date").

2.2. Commencement of Services

The Service Provider shall commence the Services within a period of 7 (seven) days from the Effective Date, unless otherwise agreed by the Parties.

2.3. Empanelment

The empanelment itself does not confer the right on the Service Provider to obtain business from GMDC Ltd. and this Agreement is for empanelment only. Provision of business to the empaneled Service Provider shall be privilege and prerogative of GMDC Ltd. Business if and when provided, shall be governed and delivered under the terms and conditions of this Agreement.

2.4. Termination of Agreement for failure to commence Services

If the Service Provider does not commence the Services within the period specified in Clause 2.2 above, GMDC may, by not less than 1 (one) weeks' notice to the Service Provider, declare this Agreement to be null and void, and in the event of such a declaration, this Agreement shall stand terminated and the Service Provider shall be deemed to have accepted such termination.

2.5. Expiration of Agreement

- a) Unless terminated earlier pursuant to Clauses 2.3 or 2.9 hereof, this Agreement shall, unless extended by the Parties by mutual consent as per the sub clause (b) hereunder, the Agreement shall remain in force for a period of **24 months** from the Effective Date. Upon Termination, GMDC shall make payments of all amounts due to the Service Provider hereunder for which milestone achieved/services delivered.
- b) In case, the execution of TOR/ Scope of Work is delayed on account of Force Majeure, Election, Natural calamity, Force Majeure and delays due to transfers and non-joining of relevant Government officials, on occurrence of such events, the Agreement Period shall be extended for a period during which such period subsists. In case, the execution of Scope of work delayed due to reasons not attributable to the Service provider then the Contract Period shall be extended suitably. In case, the execution of Scope of work delayed due to reasons attributable to the Service provider then the Contract Period shall be extended suitably subject to recovery of Liquidated damages as per clause 7.2.2

2.6. Entire Agreement

- a) This Agreement and the Annexes/ schedules together constitute a complete and exclusive statement of the terms of the agreement between the Parties on the subject hereof, and no amendment or modification hereto shall be valid and effective unless such modification or amendment is agreed to in writing by the Parties and duly executed by persons especially empowered in this behalf by the respective Parties. All prior written or oral understandings, offers or other communications of every kind pertaining to this Agreement are abrogated and withdrawn; provided, however, that the obligations of the Service Provider arising out of the provisions of the RFE shall continue to subsist and shall be deemed to form part of this Agreement.
- b) Without prejudice to the generality of the provisions of Clause 2.5(a), on matters not covered by this Agreement, the provisions of RFE shall apply.

2.7. Modification of Agreement

Modification of the terms and conditions of this Agreement, including any modification of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification made by the other Party.

2.8. Force Majeure

2.8.1. Definition

- a) For the purposes of this Agreement, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, pandemic, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-Service Provider or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c) Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

2.8.2. No Breach of Agreement

The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all

reasonable precautions, due care, and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Agreement.

2.8.3. Measures to be taken

- a) A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than 14 (fourteen) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c) The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

2.8.4. Extension of Time

Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.8.5. Payments

During the period of its inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to be reimbursed for payment due up to the Services Delivered as per the payment terms specified in RFE Part IV.

2.8.6. Consultation

Not later than 30 (thirty) days after the Service Provider has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

2.9. Suspension of Agreement

GMDC may, by written notice of suspension to the Service Provider, suspend all payments to the Service Provider hereunder if the Service Provider shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, due to the reasons within the control of the Service Provider, including the carrying out of the Services; provided that such notice of suspension (i) shall specify the nature of the breach or failure, and (ii) shall provide an opportunity to the Service Provider to remedy such breach or failure within a period not exceeding 15 (fifteen) days after receipt by the Service Provider of such notice of suspension.

2.10. Termination of Agreement

2.10.1. Termination by Authority

GMDC may, by not less than 30 (thirty) days' written notice of termination to the Service Provider, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.1, terminate this Agreement if:

- a) the Service Provider fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause 2.8 hereinabove, within 30 (thirty) days of receipt of such notice of suspension or within such further period as GMDC may have subsequently granted in writing;
- b) If the Successful bidder does not commence the work within stipulated time, GMDC may, by not less than 1 (one) weeks' notice to the Successful bidder, declare this contract to be null and void, and in the event of such a declaration, the contract shall stand terminated and the Successful bidder shall be deemed to have accepted such termination.
- c) If the Successful Bidder fails to complete the end-to-end hiring process for three consecutive positions within top Management level specified by GMDC within stipulated time, the Work Order/Contract may be terminated by GMDC.
- d) If the Successful bidder delays the kick-off of recruitment process for more than 14 days at three occasions consecutively then the Work Order/Contract may be terminated by GMDC.
- e) If Successful Bidder is found charging any fee from applicants towards the recruitment process for the requirement by GMDC then the Work Order/Contract will be cancelled by GMDC.
- f) In the event of repeated non-deployment/ absence of manpower for unreasonable time then it shall be considered Service Provider's Event of Default. Non-remedy of such default in a reasonable time given by the Authority shall lead to Termination.
- g) the Service Provider becomes insolvent or bankrupt or enters into any agreement within its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- h) the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- i) the Service Provider submits to GMDC a statement which has a material effect on the rights, obligations, or interests of GMDC and which the Service Provider knows to be false;
- j) any document, information, data, or statement submitted by the Service Provider in its Proposals, based on which the Service Provider was considered eligible or successful, is found to be false, incorrect, or misleading;
- k) as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days;

2.10.2. By Service Provider

The Service Provider may, by not less than 30 (thirty) days' written notice to GMDC, such notice to be given after the occurrence of any of the events specified in this Clause 2.9.2, terminate this Agreement if:

- a) GMDC fails to pay any money due to the Service Provider pursuant to this Agreement and not subject to dispute pursuant to Clause 9 hereof within 45 (forty-five) days after receiving written notice from the Service Provider that such payment is overdue;
- b) GMDC is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 (thirty) days (or such longer period as the Service Provider may have subsequently granted in writing) following the receipt by GMDC of the Service Provider's notice specifying such breach;
- c) as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than 60 (sixty) days; or
- d) GMDC fails to comply with any final decision reached as a result of arbitration pursuant to Clause 9 hereof.

2.10.3. Cessation of rights and obligations

Upon termination of this Agreement pursuant to Clauses 2.3 or 2.9 hereof, or upon expiration of this Agreement pursuant to Clause 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, or which expressly survives such Termination; (ii) the obligation of confidentiality set forth in Clause 3.3 hereof; (iii) any right or remedy which a Party may have under this Agreement or the Applicable Laws.

2.10.4. Cessation of Services

Upon termination of this Agreement by notice of either Party to the other pursuant to Clauses 2.9.1 or 2.9.2 hereof, the Service Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Service Provider and materials furnished by GMDC, the Service Provider shall proceed as provided respectively by Clauses 3.8 or 3.9 hereof.

2.10.5. Payment upon Termination

Upon termination of this Agreement pursuant to Clauses 2.9.1 or 2.9.2 hereof, GMDC shall make the payments to the Service Provider as per provision set forth in RFE part IV hereof for Services performed prior to the date of termination. Provided that in case of incomplete milestone during such Termination, the payment for such incomplete milestone shall be made on pro rata basis.

2.10.6. Disputes about Events of Termination

If either Party disputes whether an event specified in Clauses 2.9.1 or 2.9.2 hereof has occurred, such Party may, within 30 (thirty) days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to Clause 9 hereof, and this Agreement shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. OBLIGATIONS OF THE SERVICE PROVIDER

3.1. General

3.1.1. Standard of Performance

The Service Providers shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to GMDC, and shall at all times support and safeguard GMDC's legitimate interests in any dealings with Sub-Service Providers or Third Parties.

3.1.2. Terms of Reference

The scope of Services to be performed by the Service Provider is specified in the Terms of Reference (the "TOR") at RFE SECTION II. The Service Provider shall provide the Deliverables specified therein in conformity with the time schedule stated therein.

3.1.3. Applicable Laws

The Service Provider shall perform the Services in accordance with the Applicable Laws and shall take all practicable steps to ensure that any Sub-Service Provider, as well as the Personnel and agents of the Service Provider and any Sub-Service Provider, comply with the Applicable Laws.

3.2. Conflict of Interest

The Service Provider shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

3.2.1. Service Providers not to Benefit from Commission, Discounts etc.

The remuneration of the Service Providers pursuant to Payment Terms specified in RFE SECTION IV hereof shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services and, the Service Providers shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Service Providers shall use their best efforts to ensure that any Sub-Service Providers, as well as Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

3.2.2. Service Providers and Affiliates not to engage in Certain Activities

The Service Provider shall hold the GMDC's interest paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their corporate interests.

The clause shall not prohibit the Service Provider to serve competing clients and clients with potentially conflicting interests as well as counter-parties in merger, acquisition, and alliance opportunities. However, in such cases the Service Provider agrees to a professional responsibility to maintain the confidentiality of Client information.

3.2.3. Confidentiality

The Service Providers agree that themselves, their Sub-Service Providers and the Personnel of either of them shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or GMDC's business or operations without the prior written consent of GMDC, provided however that this clause shall not apply to any information (a) which already forms part of the public domain; or (b) which is received from a third party; or (c) which is independently developed; or (d) which is required to be submitted to any regulatory, statutory or governmental authority; (e) information related to project's scope and the Service Provider's role in executing this scope which the Service Provider may want to share as its credential.

3.3. Liability of the Service Provider

- 3.3.1.** The Service Provider's liability under this Agreement shall be determined by the Applicable Laws and the provisions hereof.
- 3.3.2.** The Service Provider shall, subject to the limitation specified in Clause 3.3.3, be liable to GMDC for any direct loss or damage accrued or likely to accrue due to deficiency in Services rendered by it.
- 3.3.3.** Notwithstanding anything to the contrary, the aggregate maximum liability of the Service Provider under this Contract shall not exceed the fees received by the Service Provider under this Contract (including all types of liabilities).
- 3.3.4.** The Services in this assignment shall not be deemed investment, legal, regulatory, tax, accounting, or other regulated advice. Service Provider does not supplant the GMDC's management or other decision-making bodies. While the Service Provider does not guarantee results, it agrees to make the best efforts to achieve the same. GMDC remains solely responsible for its decisions, actions, use of the Deliverables and compliance with applicable laws, rules, and regulations. Neither party shall be responsible for any lost profits. Beyond the limits of liability set in the Agreement, neither party will be liable for any indirect, consequential, incidental, punitive, or special damage

3.4. Accounting, Inspection and Auditing

- (i) The Service Providers shall keep accurate and systematic accounts and records of

the work performed by it under the Contract including details of all invoices raised and payments received and shall make the same available to GMDC as and when requested by GMDC.

- (ii) Any such inspection shall be subject to prior notice and conducted within reasonable office hours and limited to working papers and files relating to the assignment. Nothing herein shall obligate the Service Provider to disclose to Authority any documents or other material relating to the profitability or internal profit and loss/balance sheets associated with Service Provider's business, payroll information, or information or material that constitute, in the opinion of Service Provider's legal counsel, legally privileged documents or information that Service Provider is bound to maintain as confidential by written obligation to a third party
- (iii) The auditors or the representatives of the GMDC for the audit shall not be the Bidder's competitors.
- (iv) The audit shall not be conducted more than once in a calendar year and twice in entirety, and
- (v) Any findings during the audit shall be shared with GMDC and be discussed and agreed mutually with GMDC and Bidder for closure.

3.5. Service Providers' Actions requiring Authority's prior Approval

The Service Providers shall obtain GMDC's prior approval in writing before taking any of the following actions:

- (i) appointing such members of the Personnel as specified in Scope of Services not proposed as part of its Proposal;
- (ii) any other action that may be specified by GMDC during the course of this Contract.

3.6. Reporting Obligations

The Service Providers shall submit to GMDC the reports and documents specified in TOR specified in RFE SECTION II, within the time periods set forth in the said Clause.

3.7. Insurance to be taken out by the Service Provider

- (i) The Service Provider shall procure and maintain, at its own cost, Professional Liability Insurance or other appropriate insurance required as per the Good Industry Practice or Service Provider's own standard practices during the Contract Period for its staff deployed for GMDC work (the "Insurance"). At the Authority's request, the Service Provider shall provide evidences of insurance covers or a certificate of all insurances maintained on request of Authority.
- (ii) The Service Provider shall indemnify the Authority for any liability pertaining to loss of any life, health, accidents, travel, and any other losses to its personnel

including sub–Service Provider/specialist deployed by the Service Provider to perform scope of work specified under this Contract.

- (iii) The Authority undertakes no responsibility in respect of any life, health, accident, travel, and other insurance which may be necessary or desirable for the Personnel of the Service Provider or its sub-contractors / sub–Service Providers / specialists associated with the Service Providers for the purposes of the Services, nor for any member of any such person

4. SERVICE PROVIDER’S PERSONNEL

4.1. General

The Service Provider shall employ and deploy such qualified and experienced Personnel as may be required to carry out the Services/ TOR (“Key Personnel”).

4.2. Deployment of Personnel

The designations, names, and other particulars of each of the Service Provider’s Key Personnel required in carrying out the Services shall be provided by the Service Provider.

4.3. Substitution of Personnel

GMDC expects all the Key Personnel as specified in the Proposal and Technical Marking section to be available during implementation of the Agreement. The substitution shall be subject to equally or better qualified and experienced personnel being provided to the satisfaction of GMDC.

4.4. Staffing

The Service Provider shall deploy all personnel and should ensure that staff deployed by them for the project, have necessary qualifications and experience to fulfill the required tasks specified in the RFE.

5. OBLIGATIONS OF GMDC

5.1. Assistance in clearance

Unless otherwise specified in the Agreement, GMDC shall make best efforts to ensure that GMDC shall:

- a) provide the Service Provider and its Personnel with work permits and such other documents as may be necessary to enable the Service Provider or its Personnel to perform the Services;
- b) issue to officials, agents, and representatives of GMDC all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

5.2. Payment

In consideration of the Services performed by the Service Provider under this Agreement, GMDC shall make to the Service Provider such payments and in such manner as is provided in Clause 6 of this Agreement.

5.3. Documents and Other Support

GMDC will provide all necessary support as specified in clause 1.4 of Section II of the RFE.

6. PAYMENT TO THE SERVICE PROVIDER

Authority shall make payment to Service Provider as per the terms specified in SECTION IV of RFE.

7. LIQUIDATED DAMAGES AND PENALTY

7.1. Performance Security

- (a) For securing the due and faithful performance of the obligations of the Service Provider under this agreement, during the Agreement Period, the Service Provider , has in terms of the RFE and letter of award furnished to GMDC the required Performance Security dated ____ of amount ____ drawn in favour of “ _____ ” from ____ Bank in the form of Bank Guarantee/DD and valid till ____ and admissible and payable at Ahmedabad branch , the receipt & veracity of which, is hereby acknowledged by GMDC (the “Performance Security”).
- (b) The Service Provider shall maintain a valid and binding Performance Security for a period of three months after the expiry of the Contract Period (“Validity Period”). The Service Provider shall ensure that the Performance Security shall subsist in full force and effect in terms hereof, throughout the Contract Period and thereafter until expiry of three months from end of Contract Period. In case Contract Period is extended then the Service Provider shall have to renew Performance Security for a period of extended Contract Period.
- (c) GMDC shall be entitled to forfeit and appropriate the amount of the Performance Security in whole or in part:
 - (i) In the event GMDC requires to recover any sum due and payable to it by the Service Provider including but not limited to Damages; and which the Service Provider has failed to pay in relation thereof; and
 - (ii) In the event of the Service Provider’s breach and if such breach is not cured with the remedial period as per the terms of the Agreement.
 - (iii) If the Service Provider fails to purchase, renew, and maintain in full force and effect, any or all the insurances required under the Contract as per provisions of this Agreement.

- (d) Upon such encashment and appropriation from the Performance Security, the Service Provider shall, within 15 (fifteen) days replenish, in case of partial appropriation, to its original level the Performance Security and in case of appropriation of entire Performance Security to provide a fresh Performance Security and the Service Provider shall, within the time so granted replenish or furnish to GMDC a fresh Performance Security as aforesaid, failing which the same shall constitute a Service Provider's breach and entitle Authority to terminate this Contract in terms hereof.
- (e) On the performance and completion of the Contract by expiry of its term in all respects the Performance Security shall be returned to the Service Provider without any interest, provided the Service Provider is not in default of the terms hereof and there are no outstanding dues of GMDC with the Service Provider.

7.2. Liquidated Damages

7.2.1. Liquidated Damages for error/variation

In case any error or variation is detected in the reports on due diligence of personnel being recruited by the Service Provider and such error or variation is the result of negligence or lack of due diligence on the part of the Service Provider, the consequential damages thereof shall be quantified by GMDC in a reasonable manner and recovered from the Service Provider by way of deemed liquidated damages, subject to a maximum of the 10% of Agreement Value/Contract Price/Service Provider's Fees for the Project.

7.2.2. Liquidated Damages for delay

- (i) The Parties hereby agree that in case Agency fails to complete any of the deliverable as mentioned in Payment Terms within the period specified therein, the Agency shall pay to GMDC fixed and agreed liquidated damages, @0.5% of the agreed fees of the recruitment of per person for each week of delay. More than 3 days will be counted as one week for determination of liquidated damages. Total liquidated damages not to be exceeded 10% of the total Service fees of the position to be hired agreed as per contract agreement subject to sub clause hereinbelow. Force majeure will be excluded from the timeline of the deliverables.
- (ii) Agency shall not be responsible for the delay due to Election, Natural calamity, Force Majeure and delays due to transfers and non-joining of relevant Government officials. Occurrence of such events shall be excluded from the timeline of milestones and calculations of Liquidated damages. However, the Agency shall take all precautions to adhere to the timeline.

7.2.3. Encashment and appropriation of Performance Security

GMDC shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Service Provider in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 7.2.

7.2.4. In order to be able to perform the Services within the agreed timeframe and

budget and to fulfil its responsibilities on a timely basis, Service Provider will rely on the GMDC's timely cooperation, including the GMDC making available relevant data, information, and personnel, performing any tasks or responsibilities assigned to the GMDC and the GMDC notifying Service Provider of any issues or concerns the GMDC may have relating to the Services. During the course of the Services, priorities may shift, or unexpected events may occur which may necessitate changes to the Services. In this event, the parties will jointly discuss the anticipated impact on the Services and agree on any appropriate adjustments, including to the scope of work, timeframe, and budget.

8. FAIRNESS AND GOOD FAITH

8.1. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

8.2. Operation of Agreement

The Parties recognize that it is impractical in this Agreement to provide for every contingency which may arise during the life of the Agreement, and the Parties hereby agree that it is their intention that this Agreement shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Agreement either Party believes that this Agreement is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but failure to agree on any action pursuant to this Clause 8.2 shall not give rise to a dispute subject to arbitration in accordance with Clause 9 hereof.

9. DISPUTE RESOLUTION

9.1. Amicable Solution

- (a) Save where expressly stated otherwise in this Agreement, any dispute, difference, or controversy of whatever nature howsoever arising under, out of or in relation to the Agreement including incompleteness of the Services/ TOR /Payment between the Parties and so notified in writing by either Party to the other (the "**Dispute**") in the first instance shall be attempted to be resolved amicably by GMDC and Service Provider in accordance with the procedure set forth in sub-article (b) below.
- (b) Either Party may require the Dispute to be referred to committee of two senior executives of each Authority and the Service Provider, for the time being for amicable settlement. Upon such reference, the committee shall meet at the earliest mutual convenience and in any event within 15 days of such reference to discuss and attempt to amicably resolve the Dispute. If the Dispute is not amicably settled within 15 (fifteen) days of such meeting between the two, either Party may refer the Dispute to an independent Dispute Review Expert (also referred to as adjudicator) who may be an impartial person of experience in legal / dispute matters and both parties mutually select Dispute Review Expert

(c) Dispute Review Expert shall give a decision in writing within 28 days of receipt of Notification of the Dispute. Reimbursable expense pertaining to Dispute Review Expert shall be divided equally between GMDC and the Service Provider. Either Party may refer a decision of the Dispute Review Expert to the Arbitrators within 28 days of Dispute Review Experts written Decision as per the agreement. If neither party refers the dispute to the Arbitration within the next 28 days, the decision of Dispute Review Expert will be final and binding.

9.2. Arbitration

(a) Arbitrators

Any Dispute/questions/differences whatsoever, which may at any time arises between the parties to this RFE and subsequent contract in connection with the RFE and subsequent contract or any matter arising out of or in relation thereto and which is not resolved amicably as provided in Clause 9.1 shall be finally settled by binding Arbitration under the Arbitration and Conciliation Act, 1996. The Dispute shall be referred for the fast-track Arbitration to sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto (clause 29B of said act).

(b) Place of Arbitration

The place of arbitration shall be Ahmedabad. The Language of the Arbitration shall be in English only.

(c) Procedure

The procedure to be followed within the arbitration, including appointment of arbitrator / arbitral tribunal, the rules of evidence which are to apply shall be in accordance with the Arbitration and Conciliation Act, 1996.

(d) Enforcement of Award

Any decision or award resulting from arbitration shall be final and binding upon the Parties. The Parties hereto hereby waive, to the extent permitted by law, any rights to appeal or to review of such award by any court or tribunal. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceeding or their assets wherever they may be found and that a judgment upon the arbitral award may be entered in any court having jurisdiction in Ahmedabad only.

(e) Fees and Expenses

The fees and expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and paid by respective Parties subject to determination by the arbitrators. The arbitrators may provide in the arbitral award for the reimbursement to the prevailing party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by Party.

9.3. Performance during Dispute Resolution

Pending the submission of and/or decision on a Dispute, difference or claim or until the amicable solution or arbitral award is published; the Parties shall continue to perform all their obligations under this Agreement without prejudice to a final adjustment in

accordance with such solution or award.

SECTION IV: ANNEXURE

Annexure 1: Letter of Bid Submission

{On Bidder's letterhead}

Dated:

To,

General Manager (HR),

Gujarat Mineral Development Corporation Ltd

Khanij Bhavan, 132-Ring Road,

Gujarat University Ground, Vastrapur, Ahmedabad- 380052.

Subject: RFE for Selection of Recruitment Agency for Hiring of Top Management Level Manpower for Gujarat Mineral Development Corporation Ltd

Dear Sir/Madam:

We, the undersigned, offer to provide the services of **hiring of Top Management Level Manpower at GMDC Ltd** in accordance with your Request for Empanelment dated **[Insert Date]** and our Bid. We are hereby submitting our Bid, which includes this Technical Bid, and a Price Bid as follows.

A. Physical submission of

- (i) Technical Bid-Pre-Qualification and Qualification documents and**
- (ii) RFE Fee and EMD as per the requirement of the RFE**

B. Online submission of Price Bid: Price Quote per the provisions of RFE.

We are submitting our Bid in individual capacity. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Bid, i.e., before the date indicated in RFE, we undertake to negotiate on the basis of the proposed personnel. Our Bid/Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Bid is accepted, to initiate the consulting services related to the assignment not later than the period specified in the RFE.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm & Address:

Annexure 2: Bidder's Organization and Experience

A - Bidder's Organization

[Provide here a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date, and place of incorporation of the firm, objectives of the firm etc. The Bidder shall be a legal entity registered in India under the relevant legislation. In order to meet above requirements, the Bidder may submit any of the following documentary evidences as applicable. Certificate of registration in India along with RBI approval certificate, GSTIN certificate, PAN details **OR** Partnership deed, GSTIN registration, PAN details **OR** Incorporation certificate, MOA, AOA, GSTIN Registration, PAN details]

Description	Details
Name of the Company/Firm	
Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)	
Registered Office Address	
Contact person Name & Designation	
Contact person No.	
Email ID	
Date of Incorporation	
GST certificate	
PAN details	
EPF Registration	

B - Bidder's Experience

[Using the format below, provide information on each Assignment/job for which your firm, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones specified in Technical Marking system set forth in the RFE (If possible, the Bidder shall specify exact assignment / job for which experience details may be submitted)]

Name of Client:	
Details of Public /Pvt sector Client	
Address:	
Country:	
Location within country:	
Assignment/job name	

Description of Project/Assignment	
Approx. value of the contract (in Rupees):	
Duration of Assignment/job (months):	
Total number of manpower recruited: 2022-2023: 2021-2022: 2020-2021:	
Name of the hired positions: (Dy. General Manager /General Manager /Above etc.)	
Start date (month/year):	
Completion date (month/year):	
Name of associated Service Providers, if any:	

Note: Supporting documents such as Work Order/Certificate from Clients should mention the Number of Top Management Level manpower supplied. For confidential engagements, bidder may submit sanitized details supported by CA Certificate/self-certification from the Managing Director of bidder's Indian entity to ascertain authenticity.

C. Branch Office Locations

Sr No	Name of City	Office Address	Name of Supporting Document	Page No in bid document
1	For Example: Ahmedabad		Such as Electricity Bill, Municipality Tax receipt, Rent Agreement & rent payment receipt etc.	
2				
3				
4				
5				
6				
7				

Sealed & Signed by Authorized Signatory with designation

Annexure 3: Brief description of Approach and Methodology for Performing the Assignment/TOR

Technical approach, methodology and work plan are key components of the Technical Bid/Proposal. Bidders are suggested to present their Technical Proposal divided into the following three chapters:

- a) Approach and Methodology,
- b) Market Assessment and
- c) Organization and Staffing,

a) **Approach and Methodology**

As per the Technical Marking system.

- b) **Market Assessment** : In this chapter, Bidder should provide a broad idea of the recruitment market for mining, minerals and power sectors as may be relevant to GMDC.

- c) **Organization and Personnel**: In this chapter, the Bidder should provide details of the proposed team that would assist GMDC. Bidder should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support personnel. The manpower requirement given in the RFE is an indicative minimum requirement. The Bidder should assess the specific and realistic manpower with reference to TOR.

Annexure 4: Turnover statement

{On Statutory Auditor's/ Registered Chartered Accountant's letterhead}

I hereby declare that I have scrutinized and audited the financial statement of M/s_____. Following is the audited turnover (excluding revenue from audited and taxation practice), for the last three years.

Net Worth: Rs. _____ as on 31.03.2023

Years	Turnover (Rs. Crore)
2022-23	
2021-22	
2020-21	
Average	

(Signed and Sealed by the statutory auditor/Registered Chartered Accountant)

Annexure 5: No Blacklisting certificate

(On a Stamp Paper of Value Rs 300)

**Format for Affidavit certifying that the Entity/Promoter/s / Director/s
of Bidder are not blacklisted**

No-Blacklisting Affidavit

I M/s. (Name of the Bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Gujarat (GoG) / any other entity of GoG or blacklisted by any state government or central government / department / Local Government / agency in India or from abroad from participating in Project/s, during the last 3 years from the _____ - (Bid submission Date).

We further confirm that we are aware that our Bid for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFE at any stage of the Bidding Process or thereafter during the agreement period. Dated this Day of, 202_.

Name of the Bidder
Signature of the Authorized person
Name of the Authorized Person

Annexure 6: Declaration of unconditional bid

(On letter head of the Bidder)

We _____ hereby declare that we accept all the terms and conditions, including Annexure, Corrigendum if any, and we have not put any condition in our offer with respect to RFE No. _____,

SIGNATURE OF THE BIDDER WITH SEAL.

Dated

Annexure 7: Undertaking

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of RFE and we are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 202_.

Signature
(Company Seal)

In the capacity of duly authorized to sign bids for and on behalf of:

Signed by

Authorized Signatory with designation

Annexure 8: Indicative Format of Price Bid

(This is indicative format for Bidder's reference only. The PRICE PROPOSAL SHOULD BE SUBMITTED ONLINE ONLY at designated places through <http://gmdc.nprocure.com>. Price Bid should not be submitted in hard copy AND/OR placed with Technical Bid. Prices submitted in hard copy and or placed with Technical Bid shall result in outright rejection of bid)

To
General Manager (HR)
Gujarat Mineral Development Corporation Ltd
Khanij Bhavan,
132-Ring Road, Gujarat University Ground, Vastrapur,
Ahmedabad- 380052.

Sub: Our Price Bid for RFE for Selection of Recruitment Agency for Hiring of Top Management Level Manpower for Gujarat Mineral Development Corporation Ltd

Dear Sir,

After thoroughly reading and accepting the RFE terms, understanding the requirements and scope of work of the GMDC under this RFE, and its terms and conditions, we hereby agree to provide our services at the following rates:

Sr. No.	Job	% Service Charge of CTC (Per top level manpower) (Including all taxes and levies except GST)
1.	To hire the Top Management Level Manpower for GMDC Ltd	XYZ

Notes:

- (1) The Bidders shall be required to quote total Service Fess for execution of TOR specified in section II. The rate of Service Charge per assignment for hiring the Top Management Level Manpower to be paid by GMDC as mentioned above shall be firm and shall be valid for the entire currency of the contract. No escalation in the rate of Service Charge per assignment shall be allowed on any account.
- (2) For the purpose of Bid evaluation, the Service Charge per assignment quoted above in the cell marked XYZ shall be considered.
- (3) Bids with NIL/BLANK/N.A./ZERO/Negative Service Charge per assignment quoted in

financial proposal (SOQ) will be rejected out rightly without giving any reason whatsoever. It will be considered as non-responsive bid. The lowest responsive bidder will be considered.

- (4) The above quoted rates represent remuneration of Bidder's staff, Travel expense, expense towards dine, hotel stay, office rents, conveyance, stationary expense, and any other expense to be incurred for executing Terms of Reference.
- (5) The Bidder to quote Service Fees in table above inclusive of all other taxes except applicable GST. Applicable GST, over and above approved Service Fees, at the time of invoicing shall be reimbursed by GMDC. The risk of applicability of any taxes, duties, and levies except GST, shall rest with the Agency.
- (6) GMDC shall be entitled to deduct tax at source as may be applicable. The TDS certificate(s) shall be submitted as per the due date specified in the Income Tax Act.
- (7) Service Provision Fees shall be paid as per the payment terms specified in Part IV.

Each Bidder must quote his rates after through reading of this RFE document and Estimates of his cost thorough detailed due diligence of the site, statutory laws/regulations. ***Authority reserves right to seek any clarifications regarding price quoted from bidders before any decisions.***

Annexure 9: Format for Bank Guarantee for towards Bid security/Earnest Money Deposit

(On Non-judicial Stamp paper to be submitted along with submission of bids)

..... (Name of the Bank)
Address.....
Guarantee No.....
A/C Messrs. (Name of Bidder)
Date of Expiry.....
Limit to liability (currency & amount)
Invitation For Tender No..... Dated..... (bidding document)
For..... (Name of work)

Subject: Earnest Money Deposit Bank Guarantee.

Date.....202__
To,
General Manager (HR),
Gujarat Mineral Development Corporation Ltd.
132 Ft Ring Road,
Near University Ground
Vastrapur,
Ahmedabad.

Dear Sir,

In consideration of Gujarat Mineral Development Corporation (hereinafter called "GMDC") which expression shall unless repugnant to the subject of context include his successors and assigns having agreed to exempt M/s..... (Herein after called "Bidder") from demand under the terms and conditions of "Technical Bid Document" (hereinafter called the said "Bidding Document") issued by the GMDC vide Tender No._____for the work_____

(Name of the facilities) from Earnest Money Deposit (EMD) of Bid for the due fulfillment by the Bidder of the terms and conditions contained in the said Bidding Document on production of Bank Guarantee for INR _____ (_____ only) (figure in words).

1. We the _____ (Name of Bank) hereinafter referred to as "Bank" having our registered office at _____ (address of Bank) do

hereby undertake and agree to indemnify and keep indemnified GMDC to extent of INR _____ (_____ only) (figures in words) against any losses, damage cost, charges and expenses caused to or suffered by or that may be caused or suffered by GMDC by reason of any breach or breaches by the Bidder of any of the terms and conditions contained in the said Bidding Document and unconditionally pay the amount claimed by GMDC on demand and without demur to the extent aforesaid.

2. We _____ (Name of Bank) do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand by you stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by you by reason of any breach by the said Bidder of any of the terms or conditions contained in the said Bidding Document by reason of the Bidder's failure to fulfill the conditions of said Bidding Document. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR _____.
3. We _____ (Name of Bank) further agree that GMDC shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of terms and conditions of the said Bidding Document and the extent of loss, damages, costs, charges and expenses caused to or suffered by or that may cause to or suffered by GMDC on account hereof to the extent of the Bid Security required to be deposited by the Bidder in respect of the said document and the decision of GMDC that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges, and expenses caused to or suffered by or that may be caused to or suffered by GMDC shall be final and binding on us.
4. We _____ (Name of Bank) further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance on the said Bidding Document and that it shall continue to be enforceable till you certify that terms and conditions of the said Bidding Document have been fully and properly carried out by the said Bidder and accordingly discharge the guarantee. Unless a demand or claim under this guaranteed is made on us in writing on or before the (date) _____ we shall be discharged from all liability under this guarantee.
5. We _____ (Name of Bank) further agree with you that you have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bidding Document or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said Bidding Document and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Bidder or for any forbearance act or omission on your part or any
6. indulgence by you to the said Bidder or any such matter or thing whatsoever under the law relating to sureties would but for this provision have effect of so relieving us.
7. It shall not be necessary for GMDC to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the

Bank, notwithstanding any security which GMDC may have obtained from the Bidder at this time when proceeding is taken against Bank hereunder be outstanding or unrealized.

We _____ (Name of Bank) further undertake to unconditionally pay the amount claimed by GMDC merely on demand and without demur to the extent aforesaid.

8. We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of GMDC in writing.
9. This Guarantee will not be discharged due to the change in the constitution of the Bank or the said bidder.
10. The Bank has under its constitution power to give this guarantee and Mr. _____ who has signed it on behalf of the Bank have authority to do so.

Yours faithfully

For.....

(Name of the Bank)

Notwithstanding anything contained hereinabove

- (I) Our liability under this Bank Guarantee shall not exceed **Rs _____/-**
(Rupees _____ only)
- (II) This Bank Guarantee is valid up to _____ (Date).
- (III) We are liable to pay the guarantee amount or any part thereof under this bank Guarantee only and only if you serve upon us a written claim or a demand on or before _____(Date).
- (IV) This bank guarantee is operative only when accompanied with SFMS advice from us.

Yours faithfully

For _____ (Name of the Bank)

Annexure 10: Format for Bank Guarantee for Performance Security

Name of the Bank :
Address :
Guarantee No :
Name of the Contractor : M/s _____
Date of Expiry :
Limit to liability : Rs _____/- (Rupees _____ only)

Ref: Tender bearing No. _____ Subject:
Bank Guarantee towards Security Deposit.

Date.....20__

To
General Manger (HR),
Gujarat Mineral Development GMDC.
132 Ft Ring Road, Near University Ground
Vastrapur, Ahmedabad.

Dear Sir,

In consideration of Gujarat Mineral Development GMDC (hereinafter called "GMDC") which expression shall unless repugnant to the subject of context include his successors and assigns having agreed to exempt M/s _____ (hereinafter called "Contractor/Service Provider") from demand under the terms and conditions of "Technical Bid Document" (hereinafter called the said "Bidding Document") issued by the GMDC vide Tender _____. **The present** Bank Guarantee is towards Security Deposit (SD)/Performance Security of Bid in terms of Clause No. ____ of Part – ____ of the afore-said bidding document for the due fulfillment by the Contractor/Service Provider of the terms and conditions contained in the said Bidding Document on production of Bank Guarantee for **Rs _____/- (Rupees _____ only)**

1) We the _____ (Name of the Bank) hereinafter referred to as "Bank" having our _____ registered _____ office _____ at _____ do hereby undertake and agree to indemnify and keep indemnified GMDC to extent of **Rs _____/- (Rupees _____ only)** against any losses, damage cost,

charges and expenses caused to or suffered by or that may be caused or suffered by GMDC by reason of any breach or breaches by the Contractor of any of the terms and conditions contained in the said Bidding Document and unconditionally pay the amount claimed by GMDC on demand and without demur to the extent aforesaid

- 2) We _____ (Name of the Bank) do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand by you stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by you by reason of any breach by the said Contractor of any of the terms or conditions contained in the said Bidding Document by reason of the Contractor's failure to perform according to the terms and conditions of said Bidding Document. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs _____/- (Rupees _____ only).
- 3) We _____ (Name of the Bank) further agree that GMDC shall be the sole judge of and as to whether the Contractor has committed any breach or breaches of terms and conditions of the said Bidding Document and the extent of loss, damages, costs, charges and expenses caused to or suffered by or that may cause to or suffered by GMDC on account hereof to the extent of the Bid Security required to be deposited by the Contractor in respect of the said document and the decision of GMDC that the Contractor has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges, and expenses caused to or suffered by or that may be caused to or suffered by GMDC shall be final and binding on us.
- 4) We _____ (Name of the Bank) undertake to pay to the GMDC any money so demanded notwithstanding any dispute or disputes raised by the said contractor (s) in any suit or proceeding pending before any forum of law relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the said contractor (s) shall have no claim against us for making such payment.
- 5) We _____ (Name of the Bank) further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance on the said Bidding Document and that it shall continue to be enforceable till you certify that terms and conditions of the said Bidding Document have been fully and properly carried out by the said Contractor and accordingly discharge the guarantee. Unless a demand or claim under this guaranteed is made on us in writing on or before the (date) _____ we shall be discharged from all liability under this guarantee thereafter.
- 6) We _____ (Name of the Bank) further agree with you that you have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bidding Document or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Bidding Document and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor or for any forbearance act or omission on your part or any indulgence by you to the said Contractor or any such matter or thing whatsoever under the law relating to sureties would but for this provision have effect of so relieving us. The Bank further agrees that in case this guarantee is required for a longer period, the bank may extend the same.

- 7) We _____ (Name of the Bank) further undertake to unconditionally pay the amount claimed by GMDC merely on demand and without demur to the extent aforesaid.
- 8) We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of GMDC in writing.
- 9) This Guarantee will not be discharged due to the change in the constitution of the Bank or the said contractor.
- 10) The Bank has under its constitution power to give this guarantee and _____ Mr. _____ who has signed it on behalf of the Bank have authority to do so.

Yours faithfully

For.....

(Name of the Bank)

Notwithstanding anything contained hereinabove

- (I) Our liability under this Bank Guarantee shall not exceed **Rs _____/-**
(Rupees _____ only)
- (II) This Bank Guarantee is valid up to _____ (Date).
- (III) We are liable to pay the guarantee amount or any part thereof under this bank Guarantee only and only if you serve upon us a written claim or a demand on or before _____(Date).
- (IV) This bank guarantee is operative only when accompanied with SFMS advice from us.

Yours faithfully

For _____ (Name of the Bank)

Annexure 11: List of Approved Banks for EMD and Performance Security if Bidder intends to submit Bank Guarantee

Finance Department, Government of Gujarat's GR No: FD/MSM/e-file/42023/0057/D.M.O. dated 21/04/2023 specified list of Approved Banks as follows.

Acceptance of Bank Guarantee as
Security Deposit and Earnest
Money Deposit.

Government of Gujarat

Finance Department

GR. No.: FD/MSM/e-file/4/2023/0057/D.M.O.

Date: 21/04/2023

Read: FD GR. No.: EMD/4/2022/0002/DMO Dt. 20/05/2022

Preamble:

Tendering authorities of the State Government and its Boards/Corporations/PSUs frequently take Bank Guarantee from the bidders towards Security Deposit and Earnest Money Deposit. The State Government had issued the list of eligible banks vide above read resolutions of this department dated 20/05/2022.

After careful consideration, the Government has decided to approve the list of Banks whose Bank Guarantees would be accepted for the purpose mentioned above. It has now been decided to resolve as follows:

Resolution:

Government Departments and State Government Boards / Corporations / PSUs would accept Bank Guarantee (towards Security Deposit and Earnest Money Deposit) issued by any of the banks included in the **Annexure I**, attached to this Resolution.

The tendering authority will be required to ascertain the authenticity of the Bank Guarantee and set up necessary internal control procedures.

By order and in the name of the Governor of Gujarat.


(S. Chhakchuak)

Additional Secretary (Budget)
Finance Department

Annexure I.

Finance Department, GR. No.: FD/MSM/e-file/4/2023/0057/D.M.O.

Date: 21/04/2023

(A) Guarantees issued by the following banks will be accepted as SD/EMD on permanent basis:

❖ **All Nationalized Banks**

(B) Guarantees issued by the following Banks will be accepted as SD/EMD for the period up to March 31, 2024. The validity cut-off date in the GR is with respect to the date of issue of Bank Guarantee irrespective of the date of termination of Bank Guarantee.

Sr No	Name of Banks	Sr No	Name of Banks
1	AXIS Bank	17	Kotak Mahindra Bank
2	AU Small Finance Bank	18	South Indian Bank
3	Bandhan Bank	19	Standard Chartered Bank
4	BNP Paribas	20	Tamilnadu Mercantile Bank
5	City Union Bank	21	Utkarsh Small Finance Bank
6	CSB Bank	22	The Kalupur Commercial Co-op. Bank
7	DBS Bank India Limited	23	Ahmedabad Mercantile Co-op. Bank
8	DCB Bank	24	Nutan Nagarik Sahakari Bank Ltd.
9	Equitas Small Finance Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
10	FEDERAL Bank	26	Saraswat Co-Operative Bank Ltd
11	HDFC Bank	27	SVC Co-Operative Bank LTD.
12	HSBC Bank	28	The Gujarat State Co-operative Bank
13	ICICI Bank	29	The Mehsana Urban Co-Op. Bank Ltd
14	IndusInd Bank	30	The Surat District Co-Operative Bank Ltd
15	Karnataka Bank	31	The Surat People's Co-Op. Bank Ltd
16	Karur Vysya Bank	32	Saurashtra Gramin Bank

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


(S. Chhakchhuak)

Additional Secretary (Budget)
Finance Department

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