

Tender Notice no. **GMDC-GVT/CSR/10/23-24**

TENDER DOCUMENT

FOR

**SELECTION OF AGENCY FOR PRINTING, BINDING
AND SUPPLY OF FULL SCAPE & SMALL SIZE
NOTEBOOKS AT GMDC PROJECT LOCATIONS IN
GUJARAT & ODISHA**

Through online e-tendering process only

Issued By:



GMDC – Gramya Vikas Trust

GMDC Annexe Office

08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road,
Navrangpura, Ahmedabad-380009

E-mail: ceogvt@gmdcltd.co.in

Website: www.gmdcltd.com/csr/

Notice Inviting Online Tender

Details about Tender:

Organization	:	Gujarat Mineral Development Corporation - Gramya Vikas Trust (GMDC-GVT), Ahmedabad
Circle	:	GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Vertical	:	Education
Tender Notice No.	:	GMDC-GVT/CSR/10/23-24
Name of Project	:	PRINTING, BINDING AND SUPPLY OF FULL SCAPE & SMALL SIZE NOTEBOOKS
Name of Work	:	SELECTION OF AGENCY FOR PRINTING, BINDING AND SUPPLY OF FULL SCAPE & SMALL SIZE NOTEBOOKS AT GMDC PROJECT LOCATIONS IN GUJARAT & ODISHA
Estimated Contract Value (INR)	:	Varies with service scope
Period of Completion	:	16 weeks
Bidding Type	:	Closed
Class of Bidder	:	Not Applicable
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture/Consortium	:	Consortium not allowed
Amount Details		
Bid Document Fee (INR)	:	Rs. 1,500/-
Bid Document Fee Payable to	:	"GMDC Gramya Vikas Trust" payable at Ahmedabad
Bid Security /EMD (INR)	:	Rs. 50,000/-
Bid Security/ EMD in favour of Tender Dates	:	"GMDC Gramya Vikas Trust" payable at Ahmedabad
Bid Document Downloading Start Date	:	14-March-2024
Pre-Bid Meeting Date	:	Queries can be raised through nodal point of contact email id mentioned below
Bid Document Downloading End Date	:	22-March-2024
Last Date & Time for Receipt/ Submission) of Bids online	:	22-March-2024 (06:00 PM)
Last Date & Time for hard copy Receipt/ Submission) of Bids	:	22-March-2024 (06:30 PM)
Bid Validity Period	:	180 days from opening of price bid
Bank Guarantee	:	Selected bidder shall submit the Performance Bank Guarantee as per the prevailing government norms.

Submission of certain documents etc.	:	Hard Copy submission of EMD, Tender fee and other Documents as specified in the tender document up to (23-March-2024) in the office of the CEO, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Remarks	:	Tendering Agency shall submit their financial offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. No financial offer in physical form will be accepted and if any such offer is received by CEO, GMDC-GVT, it will be outright rejected.
Officer Inviting Bids	:	CEO, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Bid Opening Authority	:	CEO, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Nodal Point of Contact from GMDC-GVT for any query and clarification	:	Program Manager, GMDC-GVT GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009 (M) +91 7041039802 (E-mail): pmcsr1@gmdcltd.co.in

General Terms and Conditions:

- Bidders can download the tender document free of cost from the website of (n) procure.
- Bidders have to submit Price Bid in Electronic form only on (n) Procure website till the last date and time for submission.
- Bidders will be informed regarding their selection for the presentation at least 5 days prior to the scheduled presentation date (to be scheduled during the evaluation process of bids)
- Offers (price bid) in physical form will not be accepted in any case.
- Internet site address for e-Tendering activities will be <https://gmdctender.nprocure.com>
- Interested bidders can view detailed tender notice and download tender documents from the above-mentioned website.
- Bidders who wish to participate in this tender need to procure Digital Certificate as per Information Technology Act-2000 using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact (n) code Solution at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Certificate need not procure the same.
- In case bidders need any clarification regarding online participation, they can contact:
(n)Code Solutions – Division of GNFC Ltd., (n)Procure Cell 304, GNFC Infotower, S.G. Road Bodakdev, Ahmedabad - 380054 (Gujarat)
Toll Free: 7359 021 663 Email: nprocure@ncode.in
- Other Terms and Conditions are as per detailed tender documents.

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INVITATION FOR BIDS (IFB)

Gujarat Mineral Development Corporation Ltd. (GMDC) is one of India's leading mining and mineral processing companies. For more than five decades, GMDC has been engaged in the development of the ample mineral resources of the state. GMDC ranked 486th among India's Fortune 500 Companies (2022) and among the Top-5 organizations by market capitalization in the mining sector. GMDC is India's second-largest Lignite-producing company. GMDC is a leader in Lignite exploration and supply in Gujarat. Mining lignite from deposit-rich areas across the state, GMDC markets it to various high-growth industries, including textiles, chemicals, ceramics, bricks, and captive power.

Believing and practicing the culture of accountable governance, GMDC established Gramya Vikas Trust on 7th January 1991 as Public Trust with Section 12A and 80G, registered under The Income Tax Act, 1961 for various developmental activities. GMDC-Gramya Vikas Trust (GMDC-GVT) works with the vision to enhance the quality of life of communities living in the GMDC active regions through innovative partnerships/programs, strategic collaborations, and stakeholder engagement.

In the year 2022-23 GMDC-GVT an implementing body of CSR for GMDC has been given fresh impetus, accordingly following are the focus areas:

- Skill Based Ecosystem- Focused Transformation;
- Promotion of Quality & Inclusive Education;
- Health facilities- Addressing gaps through Access & Availability;
- Drinking Water Including Integrated Water Shed Development & Sanitation;
- Ensuring Climate Action & Environment Sustainability;
- Cultural & Heritage Preservation;
- And design and implement tailor-made solutions to address their issues.

SCHEDULE FOR INVITATION OF TENDER

TENDER NAME: Selection of Agency for Printing, Binding and Supply of Full scape & Small Size Notebooks at GMDC Project Locations in Gujarat & Odisha

To	
Issue of Tender	14-March-2024
Venue for pre- bid meeting	GMDC-Gramya Vikas Trust GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Last Date & Time for Receipt/ Submission) of Bids online	22-March-2024 (06:00 PM)
Last Date & Time for hard copy Receipt/ Submission) of Bids	22-March-2024 (06:30 PM)
Technical Bid, Tender Fees and EMD Submission Address:	GMDC-Gramya Vikas Trust GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009
Venue for technical bid opening	GMDC-Gramya Vikas Trust GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009

Note:

- Please address all queries and correspondence to the GMDC-Gramya Vikas Trust GMDC Annexe Office, 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009 or email address: pmcsr1@gmdcltd.co.in
- Please quote reference number in all your correspondence.

General instructions for bid submission guidelines:

- Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating bidders will have to procure Digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions, or from any other agency licensed by Controller of Certifying Authority of Government of India. Bidders

who already have a Digital Certificate need not procure a new digital certificate.

- **Technical Bid:** Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid) through in hand delivery, registered A.D. Post, Speed Post only.
- **Financial bid:** Bidders shall submit the financial bid online only.
- Details with regard to the submission of online submission of technical and financial bid as well as hard copy submission of technical bid with the fees (tender and EMD) are mentioned in the tender document.
- Services offered should be strictly as per scope of work and terms and conditions mentioned in this Tender Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading "Deviations".
- Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- Bidder shall quote the prices of services as mentioned valid for 180 days.

Yours faithfully,

CEO, GMDC-GVT,
08, Mill Officer's Colony,
Nr. Nanhalal Chambers,
Ashram Road, Navrangpura,
Ahmedabad 380009

**TO BE PASTED ON THE OUTER ENVELOPE CONTAINING THE BID SECURITY,
TENDER FEES AND TECHNICAL BID**

Important Data

DO NOT OPEN – THIS IS A BID

PROJECT		SELECTION OF AGENCY FOR PRINTING, BINDING AND SUPPLY OF FULL SCAPE & SMALL SIZE NOTEBOOKS AT GMDC PROJECT LOCATIONS IN GUJARAT & ODISHA
Due Date	:	
Time	:	
From		
<Name of Bidder>		
<Address>		
<Phone no.>	:	
<e-mail id>	:	

**TO BE PASTED ON THE OUTER ENVELOPE CONTAINING THE BID SECURITY AND
TENDER FEES**

DO NOT OPEN – THIS IS A BID

Bid Security

PROJECT		SELECTION OF AGENCY FOR PRINTING, BINDING AND SUPPLY OF FULL SCAPE & SMALL SIZE NOTEBOOKS AT GMDC PROJECT LOCATIONS IN GUJARAT & ODISHA
Due Date	:	
Time	:	
From		
<Name of Bidder>		
<Address>		
<Phone no.>	:	
<e-mail id>	:	

TO BE PASTED ON THE OUTER ENVELOPE CONTAINING THE TECHNICAL BID

DO NOT OPEN – THIS IS A BID

Technical Bid

Original

PROJECT		SELECTION OF AGENCY FOR PRINTING, BINDING AND SUPPLY OF FULL SCAPE & SMALL SIZE NOTEBOOKS AT GMDC PROJECT LOCATIONS IN GUJARAT & ODISHA
Due Date	:	
Time	:	
From		
<Name of Bidder>		
<Address>		
<Phone no.>	:	
<e-mail id>	:	

CHAPTER – 1: INSTRUCTIONS TO THE BIDDERS

ARTICLE 1: DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) “**Agreement**” means document signed by the competent authority at Gujarat Mineral Development Corporation-Gramya Vikas Trust, Ahmedabad and the Bidder that incorporates any financial corrections or modification to the tender and is the legal document binding both the parties to all terms and conditions of the Contract.
- 2) “**Bid**” means the complete bidding document submitted by the Bidder to the Gujarat Mineral Development Corporation-Gramya Vikas Trust, Ahmedabad and shall include any corrections, addenda and modifications made therein.
- 3) “**Bidder**” shall mean a corporate entity or a society or a corporation or a trust or a firm eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- 4) “**Contract Period**” shall mean entire term of the contract as indicated in the tender document.
- 5) “**Contract**” shall include the Terms of Reference as outlined in the tender document within time limits indicated for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- 6) “**Corrupt Practice**” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- 7) “**Financial Capability**” means financial worthiness of Bidders as per the terms of the Tender.
- 8) “**Local Language**” means the language declared by the concerned State Government as their official language.
- 9) “**Tenderer**” means the organization / institution, which is floating this tender i.e. GMDC-GVT, C/o Gujarat Mineral Development Corporation, Ahmedabad.
- 10) “**Total Accepted Tender Value**” means the total value of services and supplies as covered under this Tender and agreed upon by the Tenderer and the Bidder.
- 11) “**Project Implementing Agency**” means agency conducting the feasibility study under the contract.

ARTICLE 2: ELIGIBILITY CRITERIA FOR BIDDERS

The Bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Bids from consortiums are not allowed. **Claims without documentary evidence will not be considered-**

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	<p>The bidder should be either:</p> <ul style="list-style-type: none"> a) A company (Private or Public) or b) A Limited Liability Partnership (“LLP”) firm or c) A sole proprietorship <p>The agency should be existence and in operation for at least 5 years prior to the date of issuance of the RFP</p>	<ul style="list-style-type: none"> a) A company (Private or Public) or <ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of Memorandum of Association of the company • Articles of Association of the company b) Limited Liability Partnership (“LLP”) firm <ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of Deed of Partnership c) Registered Partnership Firm <ul style="list-style-type: none"> • Copy of Registration Certificate • Copy of Deed of Partnership d) Sole Proprietorship <ul style="list-style-type: none"> • Identity Proof
2	<p>The bidder should have undertaken and/or successfully completed at least ten (10) similar large scale printing assignments during last 5 years.</p>	<p>For completed Projects, work order or completion certificates with Work order value should be submitted.</p> <p>For Projects which are ongoing at the time of submission of the bid, Work order should be submitted.</p>
3	<p>Average Annual Turnover during the last three (3) Financial Years ending on 31st March should be at least INR 2 Crore.</p> <p>(The applicable Financial Years are FY 2020-21, FY 2021-22 and FY 2022-23)</p>	<p>Audited Balance sheet and Profit & Loss statement.</p> <p>In case of non-availability of audited financial statements of the last Financial Year, the bidder shall submit the provisional copy of the same certified by its statutory auditors.</p>

CHAPTER – 2: GENERAL TERMS AND CONDITIONS

ARTICLE - 1: CHECKLIST OF DOCUMENTS COMPRISING THE BID

The bid submitted shall have the following documents:

Part-I

Tender Fees and Earnest Money Deposit

Part – II

1. Bid signed and sealed (with official seal) in original on all pages with pages duly numbered and Annexure highlighted wherever required.
2. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in Article- 3, Chapter I.
3. Details in the formats as given at Annexure. (please check all the Annexure)

Part-III

Financial Bid as per Annexure – 1 to be submitted online. No deviations and/or non- compliance clauses shall be allowed in the Financial Bid.

ARTICLE – 2: BIDDING DOCUMENT

- 2.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

ARTICLE – 3: CLARIFICATION ON BIDDING DOCUMENTS

- 3.1 Bidders can seek written clarifications within 5 days from the last date of issue of the tender document, to GMDC-GVT, Ahmedabad. The clarification shall be issued without any delay.

ARTICLE – 4: AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, GMDC-GVT for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, GMDC-GVT, Ahmedabad at its discretion, may extend the deadline for the submission of bids.

ARTICLE – 5: LANGUAGE OF BID

- 5.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and GMDC-GVT shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English.

ARTICLE – 6: COST OF BIDDING

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and GMDC-GVT will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE - 7: BID FORMS

Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

For all other cases, the Bidder shall design a form to hold the required information.

Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

ARTICLE - 8: FRAUDULENT & CORRUPT PRACTICE

Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the GMDC-GVT of the benefits of free and open competition.

Tenderer will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

ARTICLE - 9: LACK OF INFORMATION TO BIDDER

- 9.1 The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

ARTICLE - 10: CONTRACT OBLIGATIONS

If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee within the prescribed time limit, the GMDC-GVT reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

ARTICLE - 11: BID PRICE

The Financial bid should indicate the prices in the format/price schedule given at Annexure –1 online only. Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a Bidder or Bidder's agent/consultant or representative howsoever described to influence the GMDC-GVT, Ahmedabad in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- b) The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the Tender.
- c) Bids should be submitted directly by the Bidder.

GMDC-GVT reserves the right to seek clarification/justification from the Bidder on the bid price incase GMDC-GVT deems it necessary. Based on the justification provided by the Bidder, if GMDC-GVT feels that the price is unrealistic/ unfeasible in order to execute a project of this nature, GMDC-GVT reserves the right to reject the said bid. The Bidders shall be governed by the decision of GMDC-GVT.

ARTICLE - 12: BID CURRENCY

For the services required in the Tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

ARTICLE - 13: BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

The Bidder shall furnish, as part of the Bid, a bid security for the amount of Rs. 50,000 by DD in favour of "GMDC Gramya Vikas Trust" payable at Ahmedabad issued by any nationalized bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.

No interest shall be paid on bid security.

EMD of Bidders not selected will be refunded within 30 days from the date of signing of the Agreement or issuance of workorder.

The successful Bidder's Bid security will be discharged upon the Bidder signing the contract/Agreement or accepting the work order and furnishing the Performance Guarantee.

The Bid security may be forfeited either in full or in part, at the discretion of GMDC-GVT, on account of one or more of the following reasons:

- a) The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
- b) Bidder does not respond to requests for clarification of their Bid.
- c) Bidder fails to co-operate in the Bid evaluation process, and
- d) In case of a successful Bidder, the said Bidder fails:

1. To sign the Agreement in time; or
2. To furnish Performance Guarantee

ARTICLE - 14: PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for 180 days after the date of Bid opening prescribed by GMDC-GVT. A Bid valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, the GMDC-GVT may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

ARTICLE - 15: FORMAT AND SIGNING OF BID

The Bidder shall prepare bid as appropriate.

The bid shall be signed by the Bidder or a person duly authorized to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the GMDC-GVT or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

ARTICLE - 16: SEALING AND MARKING OF BID

Bidder shall submit their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical).

Part: I The Bid Security in a separate sealed envelope super scribed with the Tender Document number.

Part: II Original copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.

NOTE: Filling up prices in Part-II will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given below) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.

If the outer envelope is not sealed and marked as required, the GMDC-GVT will assume no responsibility for the bid's misplacement or premature opening.

If these envelopes are not sealed and marked as required, the GMDC-GVT will assume no responsibility for the bid's misplacement or premature opening and rejection.

ARTICLE - 17: BID DUE DATE

Bid must be received by the GMDC-GVT at the address specified in the Tender Document not later than the date specified in the bid.

The GMDC-GVT may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GMDC-GVT and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE - 18: LATE BID/ CONDITIONAL BID

Any bid received by the GMDC-GVT after the bid due date/time prescribed in the Tender Document shall be rejected.

Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

ARTICLE - 19: MODIFICATION AND WITHDRAWAL OF BID

The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the GMDC-GVT prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.

No Bid may be modified subsequent to the deadline for submission of bids.

No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security.

ARTICLE - 20: OPENING OF BIDS BY THE GMDC-GVT

Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.

The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the GMDC-GVT at his/her discretion, may consider appropriate, will be announced at the opening.

At the pre-decided time, the GMDC-GVT contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

ARTICLE - 21: CONTACTING THE GMDC-GVT

Bidder shall not approach the GMDC-GVT officers outside of office hours and/or outside the GMDC-GVT premises, from the time of the Bid opening to the time the Contract is awarded.

Any effort by a Bidder to influence the GMDC-GVT officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GMDC-GVT, it should do so in writing.

ARTICLE - 22: BID EVALUATION

The bidder submitting the lowest financial bid will be declared as the preferred bidder. This bidder will be invited for contract negotiations, with a view to clarify any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.

The Evaluation Committee shall have the right to verify the claims made by the Bidder, in whichever way it deems fit.

Bid Evaluation Committee

The above evaluation shall be done by an Evaluation Committee decided by the GMDC-GVT, Ahmedabad. The Committee shall determine the approach and methodologies for the issues during bid evaluation that have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

ARTICLE - 23: THE GMDC-GVT'S RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD

The GMDC-GVT may at any time, by a written order given to the Bidder make changes which include inclusion of more youth or exclusion of some youth within the general scope of contract.

If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the GMDC-GVT changed order.

ARTICLE - 24: THE GMDC-GVT'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

24.1 The GMDC-GVT reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

ARTICLE - 25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

Prior to expiry of the period of Bid validity, the GMDC-GVT will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.

Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the GMDC-GVT. If the successful Bidder thus selected fails to sign the contract as stipulated, the GMDC-GVT reserves the right to offer the contract to the next lowest Bidder.

ARTICLE - 26: PERFORMANCE GUARANTEE

The contract performance guarantee has to be submitted within TEN days of receipt of contract form. The performance guarantee shall be 5% of the Total Accepted Tender Value. The performance guarantee can be in the form of bank guarantee, which shall be valid for duration of 180 days beyond the expiry of contract period.

If the successful Bidder fails to remit the performance guarantee the EMD remitted by him will be forfeited by the GMDC-GVT and his bid will be held void.

Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the GMDC-GVT will promptly notify all Short-listed Bidders and will refund their Bid Security.

The Performance Guarantee Format is given at Annexure-3.

The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the GMDC-GVT for execution of the work/ settlement of disputes, if any.

ARTICLE - 27: PAYMENT TERMS

100% payment will be made by NEFT/RTGS from GMDC-GVT, Ahmedabad within 30 days from the date of receipt of material as per the annexure-II and invoice. Payment term other than this will not be considered. No escalation in the purchase order price shall be given on any ground of whatsoever in nature during the currency of the purchase order. Mode of Payment:

- Payment shall be made through NEFT/ RTGS transfer only and TDS as applicable will be deducted, after satisfactory supply of the said items.

- GMDC-GVT shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes as applicable and recovery of penalties.
- No advance payment will be made in any case.
- Original invoice should be sent at GMDC Annexe Office, Ahmedabad along with Xerox copy of LR & test certificate of material if required. (Please mention the Purchase Order No., GSTIN in Invoice without fail).

ARTICLE - 28: PENALTY

#	Parameter	Description	Penalty
1	Delay in submission of deliverables documents	The selected bidder shall prepare and deliver the desired deliverables as mentioned in the list of deliverables in the stipulated timeline.	Penalty charges at a rate of 10% of the cost of assignment per week of delay will be applicable, unless the delay can be attributed to mutually agreed-upon delays or a delay in providing necessary support, clearance, or access from GMDC. The penalty will be deducted from the final bill payment.

ARTICLE - 29: THE GMDC-GVT's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

- The GMDC-GVT reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

ARTICLE -30: TERMINATION OF THE CONTRACT PERIOD

The GMDC-GVT will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

- It is found that the schedule of implementation of the project is not being adhered to.
- The Bidder stops work and such stoppage has not been authorized by the GMDC-GVT.
- The Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.
- The GMDC-GVT gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the GMDC-GVT.

ARTICLE- 31 FORECLOSURE

In case of any necessity arising due to local supplying conditions or any unforeseen reason not in the control of the GMDC-GVT or any reason what so ever GMDC-GVT shall be at liberty to Fore close the purchase order without arranging any reasons or notice there for.

CHAPTER – 3: TERMS OF REFERENCE

ARTICLE - 1: INTRODUCTION

The Gujarat Mineral Development Corporation (GMDC) is taking a commendable initiative to foster education in the surrounding areas of its projects in Gujarat. With the noble intention of promoting learning and academic development, GMDC under its CSR intends to distribute notebooks and foolscap books to students in the Project locations of GMDC across Gujarat.

By providing essential educational resources, GMDC aims to contribute to the educational well-being of students, paving the way for a brighter and more promising future for the youth in the region. This initiative not only exemplifies GMDC's dedication to sustainable development but also serves as an inspiration for other organizations to play an active role in supporting education initiatives within their communities.

ARTICLE - 2: SERVICES TO BE PROVIDED (SCOPE OF WORK)

In light of this, GMDC-GVT extends an invitation to esteemed bidders to supply notebooks and foolscap books, adhering to the specifications outlined in the following table.

Description	Full Scape Notebook (192 + 4 title + 4 Page index)	Notebook (192 + 4 title + 4 Page index))
Book Size (In CM.)	29 x 20 cm	24 x 18 cm
Binding	Pining	Pining
Paper	58 GSM (85+ Brightness)	58 GSM (85+ Brightness)
Page	192 Page + 4 page Index + 4 Page Title	192 Page + 4 page Index + 4 Page Title
Title Board Mill	FBB Ultima	FBB Ultima
Title	250 GSM FBB with Front and Back 4 Colors printing + UV Drip off	250 GSM FBB with Front and Back 4 Colors printing + UV Drip off
Inner Paper Ruler Type	Black & Magenta with Date Box and GMDC-GVT name print	Black & Magenta with Date Box and GMDC-GVT name print
Inner Packing	6 piece shrink Packing & 24 piece strapped bundle	6 piece shrink Packing & 24 piece strapped bundle
Outer packing	16 dozen Kantan Packing	16 dozen Kantan Packing

- **Note:** Design will be provided by GMDC-GVT to the selected bidder.
- Before beginning the bulk printing, the bidder shall submit the NABL Approved Lab Testing for Brightness and GSM Test Report. Only after the submission of the Brightness and GSM Test report, selected bidder can initiate bulk printing.

- **Specification & Technical Details:**

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

- **Delivery:**

The selected bidder shall supply Notebooks and Fullscape books to all the project locations in Gujarat & Odisha Within 6 weeks from the receipt of order.

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

- **Liquidated Damage:**

Timely delivery is the essence of the purchase order. In the event of supply not being effected within the purchase order delivery schedule given in the order, liquidated damages @ 0.5 % not by way of penalty , of the value of the materials without taxes and duties , per week of delay or part thereof, subject to a maximum of 10 % , is recoverable from the successful bidder without prejudice to the right of GMDC-GVT to procure the balance materials at the risk & cost of the successful bidder. More than 3 days will be counted as a week for determination of liquidated damages.

Liquidated damages to be levied shall be calculated on the Base price on which order is placed. LD shall not be applicable on taxes and duties.

In the event of failure to supply the goods, or part thereof, within the purchase ordered delivery period, GMDC-GVT reserves the right to cancel the purchase order, or part thereof, and if so desired, to purchase the balance quantity of goods from alternate source at the risk and cost of the defaulting purchase order or and recover the difference in the event of extra expenditure incurred by GMDC-GVT.

No LD Shall be levied if the reasons are not attributed to the successful bidder.

CHAPTER – 4: ANNEXURES

ANNEXURE - 1: FINANCIAL BID FORMAT (n-procure)

(To be submitted online only)

Tender Notice No. :
Tender Document No. :

Sr. No.	Descriptions	Qty. (A)	Unit	Price per Unit (Excluding GST) (B)	Total amount in Rs. C=(A)X(B)
01	Full Scape Notebook (192 + 4 title + 4 Page index) Size 29 x 20 cm		No.		
02	Small Size Notebook (192 + 4 title + 4 Page index) Size 24 x 18cm		No		
Total Amount (Excluding GST)					

Note:

1. Basic rate includes all the chargers of Printing, Packing, Transportation and Successful supply to designated GMDC"s Project.
2. Basic rate excluding GST and will be paid as actual as applicable.

Signature of the Bidder with Seal

ANNEXURE – 2: PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 10/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concerns that:

1. Sri/Smt. _____ S/O _____
_____ Residing at _____
2. Sri/Smt. _____ S/O _____
_____ Residing at _____
3. Sri/Smt. _____ S/O _____
_____ Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/S _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Office of GMDC-GVT, Ahmedabad in connection with its tender No. _____
Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/
trustees/ Executive council members/ proprietors/
Leaders

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/
society/ trust/ firm)

ANNEXURE – 3: FORMAT FOR PERFORMANCE GUARANTEE

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to be in the name of the executing Bank

To,
GMDC-Gramya Vikas Trust (GVT)
GMDC Annexe Office
08, Mill Officer's Colony, Nr. Nanhalal
Chambers, Ashram Road, Navrangpura,
Ahmedabad 380009

In consideration of the GMDC-GVT, Ahmedabad having its registered office at Ahmedabad (hereinafter called the "GMDC-GVT" which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No dated issued by the GMDC-Gramya Vikas Trust (GVT), GMDC Annexe Office 08, Mill Officer's Colony, Nr. Nanhalal Chambers, Ashram Road, Navrangpura, Ahmedabad 380009 which has been unequivocally accepted by the Vendor (refer NOTE below) work of _____ (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. (Rupees only) from a Nationalized Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor's bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract.

We the _____ (hereinafter referred to be "the said Bank" and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the GMDC-GVT from time to time to the extent of Rs. (Rupees only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the GMDC-GVT by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the GMDC-GVT on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the GMDC-GVT shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GMDC-GVT on account thereof and the decision of the GMDC-GVT that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GMDC-GVT from time to time shall be final and binding on us.

We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GMDC-GVT under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the

GMDC-GVT shall have no claim under the Guarantee after 90 (Ninety) days from the date of expiry of the contract period.

The GMDC-GVT shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to GMDC-GVT and the said Bank shall not be released from its liability under these presents by any exercise by the GMDC-GVT of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the GMDC-GVT or any indulgence by the GMDC-GVT to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

It shall not be necessary for the GMDC-GVT to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the GMDC-GVT may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the GMDC-GVT in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s._on whose behalf this guarantee is issued.

In presence of

WITNESS

1. _____
2. _____

For and on behalf of (the bank)

Signature _____

Name & Designation _____

Authorization No.

Date and Place

Bank Seal

The above guarantee is accepted by the GMDC-GVT,

Ahmedabad NOTES

FOR PROPRIETARY CONCERNS

Shri _____ son of _____ resident of _____ carrying on business under the name and style of _____ at _____ (hereinafter called "The said Vendor" which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

FOR PARTNERSHIP CONCERNS

M/s. _____ a partnership firm with its office _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

Shri _____ S/o

Shri _____ S/o

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR TRUST

M/s. _____ a company registered under the Bombay Public Trust Act 1850 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR SOCIETIES

M/s. _____ a company registered under the Societies Registration Act, 1860 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

ANNEXURE – 4: PROFILE OF BIDDER

Sr.	Particulars	Detail
1	Name of the Organization	
2	Nature of the Organization	
a	In case of Public/Pvt. Ltd company (Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations)	
b	In case of Partnership Firm (Partnership deed)	
C	In case of Proprietorship (Registration certificate, Factory registration, DIC – industrial registration)	
3	Address with Phone No. and Fax No.:	
4	Name and Contact details of the Authorized Person	
5	Any other details in support of your offer	

Signature of the bidder with seal

ANNEXURE – 5: CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached	Documentary Proof (Please Mention Annexure No. and Page No.)
1	<p>The bidder should be either:</p> <p>d) A company (Private or Public) or</p> <p>e) A Limited Liability Partnership (“LLP”) firm or</p> <p>f) A sole proprietorship</p> <p>The agency should be existence and in operation for at least 5 years prior to the date of issuance of the RFP</p>	<p>a) A company (Private or Public) or</p> <ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of Memorandum of Association of the company • Articles of Association of the company <p>b) Limited Liability Partnership (“LLP”) firm</p> <ul style="list-style-type: none"> • Copy of Certificate of Incorporation • Copy of Deed of Partnership <p>c) Registered Partnership Firm</p> <ul style="list-style-type: none"> • Copy of Registration Certificate • Copy of Deed of Partnership <p>d) Sole Proprietorship</p> <ul style="list-style-type: none"> • Identity Proof 	
2	<p>The bidder should have undertaken and/or successfully completed at least ten (10) similar large scale printing assignments during last 5 years.</p>	<p>For completed Projects, Work order or completion certificates with Work order value should be submitted.</p> <p>For Projects which are ongoing at the time of submission of the bid, Work order should be submitted.</p>	
3	<p>Average Annual Turnover during the last three (3) Financial Years ending on 31st March should be at least INR 2 Crore.</p> <p>(The applicable Financial Years are FY 2020-21, FY 2021-22 and FY 2022-23)</p>	<p>Audited Balance sheet and Profit & Loss statement.</p> <p>In case of non-availability of audited financial statements of the last Financial Year, the bidder shall submit the provisional copy of the same certified by its statutory auditors.</p>	

Signature of the Bidder with seal

ANNEXURE – 6: PROJECT WISE NOTEBOOKS AND FULLSCAPE BOOKS TO BE SUPPLIED

Sr. No	GMDC Project	Notebooks	Fullscape Books
	Zone 1: South Guajrat		
1	Manganese Project Shivrajpur	14796	2376
2	Fluorspar Project, Kadipani	24312	672
3	Lignite Project, Rajpardi	1740	1128
4	Lignite Project, Valia	0	0
5	Lignite Project, Tadkeshwar	31908	3792
6	Lignite Project, Ghala	14064	3888
	Sub Total	86820	11856
	Zone 2: Saurashtra		
1	Lignite Project Bhavnagar	22332	16512
2	Bauxite Project, Bhatia	2652	0
	Sub Total	24984	16512
	Zone 3: Kutch		
1	Lignite Project, Mata No Madh	16764	1260
2	Lignite Project, Umarsar	5952	1956
3	Lignite Project, Panandhro	12840	1344
4	Calcite project, Gadhsisa	27492	7824
5	Lignite Project, Bharkandam	14640	300
6	Lignite Project, Lakhpat	2064	0
7	Lignite Project, Panandhro Extension	3408	0
8	Akrimota Thermal Power Station (ATPS)	9036	1044
	Sub Total	92196	13728
	Total	204000	42096
	Extra Books	1000	0
	Total Books required at Gujarat Location	205000	42096
1	GMDC Odisha (Burapahar Block)	7272	0
2	GMDC Odisha (Baitarni West)	21552	0
	Total Books required at Odisha Location	28824	0
	GRAND TOTAL	233824	42096

X—X—X