

Request for Proposal for

**Preparation of Business Responsibility and
Sustainability Report (BRSR) for FY 2024-2025 and FY
2025-2026 for GMDC Ltd.**

GMDC/CS/02/2024-25



**Gujarat Mineral Development Corporation Limited
Khanij Bhavan, 132-ft Ring Road, Gujarat University Ground,
Vastrapur, Ahmedabad- 380052**

16-10-2024

DISCLAIMER

This RFP is being issued by the Gujarat Mineral Development Corporation Ltd. (GMDC) (hereunder called "Authority"/ "GMDC") to the Bidders/Service Providers interested in providing Services related to preparation of Business Responsibility and Sustainability report for GMDC.

It is hereby clarified that this RFP is not an agreement, and the purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their proposals/Bids. While the RFP 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 RFP 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 RFP. Each Proposer/Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP and where necessary obtain independent advice from appropriate sources.

Bidder should carefully examine and analyze the RFP 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 RFP or in any material on which this RFP 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 RFP 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 RFP, 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”** 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 RFP Fees as per the terms of this RFP 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 RFP 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 RFP.
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 RFP Document for assisting GMDC as per the Terms of Reference specified in this RFP.
6. **“Service Provision Agreement/Agreement/Contract”** is the agreement entered into between ‘Gujarat Mineral Development Corporation Ltd (GMDC)’ and ‘Service Provider’ comprising of all terms and conditions stated in this RFP.
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 RFP 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”** shall have a meaning specified in clause 6.4 (ii) of RFP SECTION III.
19. **“Successful 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 RFP.
20. **“Terms of Reference/Scope /Service Provision Work”** means all the activities as per Terms of reference or Scope of work mentioned in the RFP 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 RFP.
21. **Technical Score** shall mean score obtained by Service Provider as per the Technical Score system provided in clause 5.2 of RFP SECTION III.
22. **“Third Party”** means any Person other than GMDC and the Service Provider.
23. **“BRS”** Business Responsibility and Sustainability
24. **“BRSR”** means Business Responsibility and Sustainability Report

Any other term(s), not defined herein above but defined elsewhere in this RFP 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 Development Company of Gujarat with operations 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's mining activities are spread across Gujarat in Kutch, Devbhoomi Dwarka, Panchmahal, Vadodara, Bhavnagar, Bharuch, Surat and Chhotaudepur districts of the State. It is currently mining minerals like Lignite with five operational lignite mines, Bauxite (11 operating mines), Fluorspar, Manganese, Ball Clay, Silica Sand, Bentonitic Clay and Limestone. GMDC also value adds to minerals through works such as Pyrite removal from Lignite, Beneficiation of Bauxite, Beneficiation of Low-Grade Manganese and Beneficiation of Fluorspar. GMDC's existing Metallic mineral portfolio includes Manganese, Bauxite, and Multimetals in addition to other associated minerals like Fluorspar, silica sand, Bentonite, Ball Clay and Limestone.

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

GMDC being one of India's premier mining organizations, has a huge responsibility when it comes to how it operates its business and inculcates sustainability therein. There is a constant need to monitor relevant parameters pertaining to Business Responsibility and Sustainability and ensure that these parameters meet regulatory and sustainability requirements.

While a Business Responsibility and Sustainability Report is inherently necessary for GMDC owing to its commitment to sustainability, the same has been mandated by SEBI vide its Circular No. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023. While GMDC currently publishes the Business Responsibility and Sustainability Report as an integrated component of its Annual Report, there is a recognized need to assess and enhance it.

GMDC is thus inviting Service Providers for Preparation of Business Responsibility and Sustainability Report for FY 2024-2025 and FY 2025-2026. The detailed scope of work for the Service Provider is included in the Scope of Work specified below. Qualified Service Providers are invited to participate in this bidding process to carry out the stipulated Scope of Work. The terms of selection, timeline for completion and payment terms will be as specified in this RFP.

The total period envisaged for the engagement is two years. Subject to satisfactory performance of the Service Provider, the Authority may, at its sole discretion, extend this Contract Period beyond 2 Years for an additional Year with Fees escalation of 6% pa of pro-rata Service Provision fees for one year if a need for extension arises.

SECTION II: TERMS OF REFERENCE/SCOPE OF WORK

The detailed Terms of Reference (TOR) and Timelines are specified in this section.

1. Assignment Coverage And Timeline

The Terms of Reference of the assignment will cover the following parts. The detailed TOR are provided in the next section.

- I. **Part-I – Baseline Assessment and Gap Analysis:** Understand GMDC’s existing sustainability approach and alignment with its business strategy, assess activities, identify stakeholders, prioritize them, and address gaps.
- II. **Part-II – Data Collection** Engage with GMDC departments, prepare data collection templates, collect, collate, and analyze data.
- III. **Part-III – Value Chain Disclosure Support:** Identify value chain partners, assess internal systems for managing the chain, and facilitate standardized reporting.
- IV. **Part-IV – Report Preparation for FY 2024-2025:** Draft, finalize, and submit a Business Responsibility and Sustainability Report, including an Integrated Report, based on GMDC's data, and provide a separate report for inclusion in the Annual Report.
- V. **Part-V – Report Preparation for FY 2025-2026:** The Service Provider will undertake Part II, Part III and Part IV of the Terms of Reference above again for FY 2025-2026.
- VI. **Part-VI – Continuous Improvement:** Work with internal stakeholders to improve the performance of the organisation on key BRSR parameters for the year 2025-26.
- VII. **Part VII :** Software Support

The timeline and milestones for the above parts are to be completed as follows:

Month No.	Execution Time	Part I to V - FY 24-25	Part I to V - FY 25-26	Part VI and VII
1	Jan-25	Baseline Assessment, Gap Analysis, Data Collection & Compilation		
2	Feb-25			
3	Mar-25			
4	Apr-25			
5	May-25			
6	Jun-25			
7	Jul-25			
8	Aug-25	Content for Annual Report for 24-25		Continuous Improvement and Software Support
9	Sep-25			
10	Oct-25			
11	Nov-25			
12	Dec-25			
13	Jan-26			
14	Feb-26			
15	Mar-26			
			Data Collection & Compilation	

16	Apr-26		Value Chain Disclosure Support	
17	May-26		Report Preparation	
18	Jun-26		Content for Annual Report for 25-26	
19	Jul-26			

Note: The due date of submission of the deliverable shall be the last day of the corresponding execution month.

2. Detailed Terms of Reference:

Part I: Baseline Assessment and Gap Analysis

- a. Understand GMDC's existing approach and status towards BRS reporting and how it compares with other similar organisations
- b. Identify all internal and external stakeholders across GMDC's value chain. Categorize and rank stakeholders using frameworks such as Meandelow's Power/Interest Grid or Saliency Model or similar.
- c. Identify material issues and challenges faced by GMDC in the sustainability area and prioritize them based on their impact on stakeholders and business. Prepare a materiality matrix to visualize the findings of the materiality assessment. Prepare a materiality index which compares the materiality of the issues relevant to the stakeholders against the relevance to business.
- d. Facilitate the identification of the detailed list of policy documents and disclosures required for the development of BRSR in line with the disclosure principles prescribed by SEBI through their circular.
- e. The gap analysis should evaluate the existing systems, policies, and frameworks in place within the organization. The objective is to identify areas where current policies are insufficient or inadequate, as well as areas where no policies exist but are necessary. Based on this analysis, the agency should recommend and, if needed, draft new policies or amend existing ones to align with best practices and regulatory requirements. These revisions should aim to enhance the organization's compliance, responsibility, and sustainability performance in line with BRSR requirements.
- f. Prepare a matrix to show GMDC's existing BRS reporting with other similar organisations. Benchmark existing BRS status of industry leaders to find any gaps.
- g. Prepare and provide a brief Baseline Assessment and Gap Analysis Report / presentation to GMDC for review and comments. This report will be prepared without detailed fresh data collection based on existing available data. This report will also prepare and provide contents of the BRSR report, data collection plans and formats etc.

Part II: Data Collection:

- a. Collect detailed data within and outside GMDC from different departments, mining sites and other stakeholders using pre-approved templates. This may require field visits which GMDC will organise and facilitate. In general, Service Provider shall be required to develop a detailed understanding of processes and controls involved in BRSR reporting.

- b. Service Provider shall carry out compilation and analysis of data/information received through data formats and through survey of literatures, presentation, and other relevant documentation for standard disclosures like Strategy and Profile, Management Approach, and Performance Indicators related to economic, environmental, and social performance of the organization, as per BRSR Standards.

Part III: Value Chain Disclosure

- a. Identify and understand the target group of value chain partners
 - i. Assess and analyze the systems GMDC has put in place to manage its value chain with a focus on Environmental and Social Considerations.
 - ii. With regard to the existing practices at GMDC, the service provider shall review how suppliers are engaged and categorized.
 - iii. Assess the supplier code of conduct along with the vendor agreements and review these management instruments from the perspective of Environmental, Social and Governance (ESG) Considerations.
 - iv. The partners in the value chain who are most relevant shall be identified
- b. Capacity Building and compilation of value chain disclosure
 - i. Prepare an instruction manual for value chain partners to assist them in disclosing the data as required for BRSR Core publishing facilitating standardized reporting.
 - ii. Organize workshops for various value chain partners to improve their understanding of Environmental, Social, and Governance aspects.
 - iii. Assist GMDC in compiling the details obtained from value chain partners.
 - iv. The compiled disclosures/information shall be then arranged according to the BRSR Core format.

Part IV: Report Preparation

- a. The Service Provider shall prepare a comprehensive BRSR ensuring that all applicable requirements of SEBI and other regulators on BRSR are included in the BRSR as also any value additions beyond SEBI requirements are also incorporated. Along with the BSR requirements, the report shall also include ESG initiatives by GMDC, their governance strategy along with any other information deemed necessary by GMDC.
- b. The Service Provider shall also prepare a backup reference document which explains how different BRSR indicators in the main BRS report are arrived at.
- c. Submit draft BRSR report for GMDC Management's review, any comments received subsequent to the submission of the draft report shall have to be duly incorporated into the BRSR.
- d. The Service Provider shall ensure that BRS Report is in compliance of SEBI Circular Ref SEBI/HO/CFD/CFD-SEC-2/P/CIR/2023/122 dtd. July 12, 2023 and any amendments thereafter regarding BRSR Core Framework for assurance and ESG disclosures for value chain.
- e. Alongside the comprehensive BRS Report, the service provider shall also have to prepare a summarised BRSR report for publication as a part of GMDC's Annual Report.

- f. The report shall be submitted within the time period as required for disclosure by listed entities.
- g. The report should be converted to eXtensible Business Reporting Language (XBRL) format as required by SEBI.

Part V: Report Preparation for FY 2025-2026

- a. Post the publishing of BRS Report for FY 2024-2025, the Service Provider shall carry out the scope specified in Part II- V of the ToR for the subsequent preparation of BRS Report for FY 2025-2026.
- b. The report shall be submitted within the time period as required for disclosure by listed entities.

Part VI: Continuous Improvement

- a. Work with departments to implement strategies planned to improve performance of the organisation on key BRSR parameters.
- b. The service provider shall offer comprehensive training programs to GMDC employees across various departments. These training sessions should aim to ensure employees are fully aware of the Business Responsibility and Sustainability Reporting (BRSR) framework and its requirements, equip employees with the knowledge on the types of data that need to be maintained for compliance with BRSR standards, Motivate and encourage employees to adhere to and comply with BRSR guidelines, provide continuous support to employees, offering guidance and clarification regarding BRSR-related processes to ensure seamless compliance.
- c. Update BRSR report in line with any change in applicable regulations.
- d. Regularly review performance targets along with the relevant KPIs pertaining to BRSR.
- e. During the period of continuous improvement, the Service Provider shall depute a two person team full time at GMDC.

Part VII: Software support

The Service Provider shall be responsible for providing the following services related to software for BRSR:

- a. Guidance on Software Requirements:

The Service Provider shall assess and provide expert advice on the software requirements necessary for smooth compliance with BRSR guidelines. The Service Provider shall provide comprehensive information regarding the availability of different types of software solutions suitable for BRSR reporting. It shall guide GMDC on the appropriate software that aligns with organizational needs and regulatory requirements for BRSR. GMDC may purchase the software based on the advice of the Service Provider, at its own cost.

- 2. Customization for GMDC:

The Service Provider shall identify and recommend any customization required in the BRSR software to meet the specific operational and reporting needs of GMDC. The Service Provider shall assist in configuring and customizing the software to ensure it fulfills GMDC's unique requirements for sustainability and responsibility reporting.

3. Training:

The Service Provider shall conduct comprehensive training sessions for the designated personnel, ensuring they are proficient in using the selected and customized BRSR software. This includes, Hands-on training, User manuals and tutorials, Access to necessary online or offline training materials

4. Compliance with Regulatory Requirements:

The Service Provider shall ensure that the software provided and any customizations are fully compliant with all relevant regulations and guidelines pertaining to BRSR reporting, including any updates or changes in legislation during the contract period.

The bidders shall be required to quote Service Fees on Lumpsum basis for Part I- V and separately for Part VI and VII as per the Price Bid format provided in Annexure 11. The Service fees for the complete TOR shall be considered for Price Bid Evaluation (the "Contract Price").

3. Team Deployment

The type of team which may be required to be deployed to accomplish the aforementioned scope of work is mentioned in the Qualifications Criteria section. The tentative team for the fulfillment of the deliverables envisaged is specified in table below.

Sr. No.	Position
1.	Team Leader
2.	Project Manager (ESG/BRSR Domain)
3.	Sr Team Member (BRSR Domain)
4.	Team Member (BRSR Domain)

The Sr Team Member and the Team Member shall be required to be stationed full time at GMDC during the currency of the assignment.

SECTION III: INTRUCTIONS 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 as per Quality cum Cost Based System (QCBS) Method as detailed out in **RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC** (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 RFP 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 5.3 and 6.2. The Bids will finally be ranked from the highest to lowest according to their combined technical and price scores (the “**Composite Score**”) derived based on Quality cum Cost based method (the “QCBS”) specified in Clause 5.4 of RFP SECTION III. The Bidder obtaining Highest Composite score shall be considered as Preferred Bidder (the “**Preferred Bidder**”).

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 RFP, 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 submitting the bid or proposal, the bidder acknowledges that:

- 1) it has made a complete and careful examination of the RFP

- 2) it has received all relevant information requested from GMDC;
- 3) it has accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of GMDC relating to any of the matters referred to in Clause 1.2 above; and
- 4) it has acknowledged that it does not have a Conflict of Interest
- 5) it has 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 RFP 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 of 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. RFP Fee

- a) Bidder will need to submit nonrefundable RFP Document/Tender Fee of **INR 17,700 (i.e. RFP fees of INR 15,000 plus 18% GST)**. The RFP 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 npccure, 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:

ICICI Bank, Ahmedabad Branch
Account Number: 002405019379

- 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 RFP document shall be non-refundable. Bids that are not accompanied by the RFP fees of an 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 RFP documents will be available	RFP shall be available from 16/10/2024 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 24/10/2024 up to 18:00 hrs to following contacts or reach out for any assistance. Mr. Joel Evans, Company Secretary Email : cs.co@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 12:00 hrs. on 25/10/2024 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 19/11/2024 up-to 15:00 hrs and (i) any submission of offline price bid (i.e., physical submission) or (ii) submission of price bid at any place other than at the designated place for online price bid submission on the website 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, RFP Fees & EMD in Hard Copy	The Technical Bid is to be submitted off line, strictly after the due date for online submission of price bid but on or before 19/11/2024 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 RFP.
6	Opening of Technical Bid	On 19/11/2024 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.

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 Eighty 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 RFP SECTION III in all respects.

2.2. Numbers of Bids by Bidder

No Bidder shall submit more than one Bid pursuant to this RFP. 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 RFP, 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 RFP
 - 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 RFP.
 - 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 RFP Fees and super scribing "Earnest Money Deposit and RFP Fees ". An Earnest Money Deposit of an amount of **INR 5 lakh (INR Five Lakh)** shall be provided in favour of "**Gujarat Mineral Development Corporation Ltd**", in any one of the following forms/formats. The List of Approved Banks is provided in [Annexure 14](#) (Cooperative Banks not permitted).
- i. Account payee Demand Draft /Banker's Cheque from any bank among the list of scheduled commercial Bank in India published by RBI.
 - ii. An irrevocable Bank Guarantee (the "**Bank Guarantee**"), payable at Ahmedabad from Approved Bank to Authority as per the Annexure 14 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 RFP 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 a valid Earnest Money Deposit and RFP fee in the acceptable 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.

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

- 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 RFP.
 - 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 RFP SECTION III;
 - ii. If a Bidder withdraws its Bid during the Bid Validity Period as specified in this RFP 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 RFP; 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 RFP

This RFP 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 Tender

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 VI:	Annexure

3.2. Clarification to RFP Documents

- a) Bidders requiring any clarification on the RFP 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 1.6 section 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> GMDC is not bound to take cognizance of any queries raised after the date mentioned in the Bid Sheet Section for sending queries.
- b) 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.
- c) GMDC may also on its own motion, if deemed necessary, issue interpretations and clarifications and amendment to RFP. 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 the course of pre-bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of GMDC. GMDC shall endeavour to provide clarifications and such further information as it may, at its sole discretion, considers 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 RFP 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>.
- c) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, GMDC may, at 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 provided that 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 RFP. 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
 - (2) By the person authorised by the bidder's board of directors (in case of a company) or by the partners (in case of a partnership firm or LLP) or by the proprietor in case of a sole proprietorship. (ii) by the person holding the power of Attorney on behalf of the person authorised as per (i)
- c) In case of the Bidder being a Company incorporated under the 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 RFP Fees as specified in clause 1.5 shall be sealed in an envelope on which the following shall be super scribed:

“RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC – EMD and RFP 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 Bidder’s Organization and Experience.
2	2	<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/Registered 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 stating that the information and documents provided are true.
11		Original RFP 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.
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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 RFP 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:

“RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC - 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:

RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC –Bid submission”

Addressed to:

Mr. Joel Evans, Company Secretay

Gujarat Mineral Development Corp.

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 11.
- 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 the Authority website of GMDC <https://gmdctender.nprocure.com>.

4.6. Late Submission

- a) Physical submissions for Technical Bid and EMD & RFP fees received by GMDC after the specified deadline 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 take advantage of training made available by the 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 modify online, 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 subsequent to 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 the Pre-Qualification Criteria as specified hereunder in order to qualify for the 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.

- b) The Bidder must have an average annual audited revenue of Rs 50 crore (Rs Fifty Crores) per annum over the last three years from 2021-22 to 2023-24 (or equivalent) from consulting/advisory/risk analysis/ credit rating businesses.
- c) The bidder should have a positive net worth as per the audited balance sheet for the final last financial year for which audited financial results are available.
- d) The bidder should have prepared a minimum of 2 Business Responsibility and Sustainability Reports in India for an organization having a turnover of 500 Crores and above in the last 5 financial years.
- e) Consortiums are not permitted to participate in the bidding process.
- f) The Bidder should not have been blacklisted for participation in this tender **as on the bid submission** 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 the format specified in Annexure 8.
- g) The Bidder should not have a Conflict of Interest as per Clause 9.

5.2. Technical Score Criteria

The Bids of the Bidders meeting Pre-Qualification criteria shall be consider 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 the Bidder	40	
1	Assignments pertaining to BRS Reporting completed in India over the last 5 financial years for listed entities. (Client organisation should have been listed at the time of the assignment)	20	5 marks for each qualifying assignment, Maximum of 20 Marks
2	Assignments pertaining to BRS Reporting completed in India over the last 5 financial years for entities involved in mining/power sector. (At least 50% of revenue of the aforementioned entities should be from mining/power)	20	10 marks for each qualifying assignment, a Maximum of 20 marks
B	Approach & Methodology for Proposed Work The bidder should submit a presentation on the approach and methodologies to be adopted for delivering the project milestones and other project deliverables. The technical competence and capability of the bidder should be reflected in the presentation. It should also cover the bidder's experience. Technical Presentation must fulfil the	40	

	binding criteria as mentioned in ToR and Eligibility Criteria. If any bidder fails to make a presentation, they will not be given any marks.		
1.	Understanding of GMDC’s business and operating environment along with the SOW proposed in this RFP	10	
	Understanding of BRSR requirements considering both business and regulatory needs	10	
2.	Bidder’s capability, knowledge and experience in delivering similar assignments	10	
3.	Approach and methodology considering GMDC’s needs	10	
C	Proposed Project Team	20	Individual breakup of grading for proposed staff is specified in the next table
1.	Team Leader	10	
2.	Project Manager (BRS/ESG Domain)	7	
3.	Sr. Team Member (BRSR Domain)	3	
	Total	100	
	Qualifying marks	60	

For showcasing project references, relevant portion of Work Order/contract/Client completion 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

For confidential engagements, bidder may submit sanitized details supported by CA certificate/ Certificate from MD of the Service Provider’s firm.

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 their bids will not be processed further.

The Qualification and evaluation criteria for Proposed Team as specified in **C** of table hereinabove is specified below.

Position	Minimum Educational Qualifications	Minimum total years of Post Qualification Experience	Minimum qualification Experience	Marks Total – 20 Marks	Marking Criteria
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Team Leader (TL)	Postgraduate in Management / CA	15 years	Experience working on at least 2 (two) BRSR assignments in India.	10 Marks	No. of years of Exp: 15 to 20 years of experience: 3 marks 20 to 25 years of experience: 4 marks More than 25 years of experience: 6 marks No. of Relevant Project: 2 projects: 2 marks 3 to 4 projects: 3 marks More than 4 Projects: 4 Marks
Project Manager	Post Graduate in Management from a reputed B School /Chartered Accountant (CA) / Company Secretary (CS) with experience in BRS domain.	10 years	Experience working on at least 2 (two) BRSR assignments in India.	7 Marks	No. of years of Exp: 10 to 15 years of experience: 2 marks 15 to 20 years of experience: 3 marks More than 20 Years of Experience: 4 Marks No. of Relevant Project: 2 projects: 2 marks >2 projects: 3 marks
Sr Team Member (BRSR Domain)	Postgraduate in Management from a reputed B school / CS / CA	5 years	Experience working on at least 2 (two) BRSR assignments in India.	3 Marks	No of years of Exp: 5 to 7 years of experience: 1 mark >7 years of experience: 1.5 marks No. of Relevant Project: 2 projects: 1 mark >2 projects: 1.5 mark
Team Member	Postgraduate in Management from a reputed B school / CS / CA	2 years			

Note: Of above, all of the team members, i.e. Team Leader, Project Manager and Team Member (BRSR Domain) should be on the roll of the Service Provider. In case any specialized professionals are needed as a part to fulfill the scope of work, the Service Provider can hire external professionals as technical experts who have qualification and experience stated above.

Above is a minimum list. Additional resources may be presented in support roles but cannot be a substitute for the named resources, while bidding or during the execution of the assignment.

5.3. Evaluation of Price Bid and Financial Score

The Price Bid of only Technically qualified (Bidders passing Responsiveness Tests and meeting Pre-Qualification Criteria and obtaining minimum **60 marks** in the Technical score system as specified in clauses 6.2(a), 5.1 and 5.2 respectively) Bidders shall be opened. The bidders shall be required to quote Service Provision Fees on Lumpsum basis for executing the complete TOR as specified in SECTION II as per the Price Bid format. The total Service Provision fees for the complete TOR shall be considered for Price Bid Evaluation and determination of Financial Score as below.

Financial Score (FiS) = 100 x FiL/FiC

Where;

FiL is the L1 (Lowest Bidder)'s Service Provision Fees

FiC is the Service Provision Fees quoted by Bidder

Service Provision Fees refers to the total aggregate Service Provision Fees as per the Price Bid Format specified in Annexure-11.

Bidder quoting the Lowest fees shall be given 100 marks.

5.4. Composite Score

- (i) The Composite Score of the Bidder shall be determined by combining Technical and Financial Scores based on following formula;

Composite Score (CS) = Technical Score (TeS) * 0.70 + Financial Score (Fis) * 0.30

The technical experience has been assigned **70%** of weightage while the price quote has been assigned **30%** weightage.

- (ii) The Bidder obtaining the Highest Composite Score shall be generally declared as Preferred Bidder. After negotiations at the discretion of GMDC, the LOA would be

granted to the preferred bidder who would then be the Successful Bidder with whom the Agreement shall be signed.

6. EVALUATION PROCESS

6.1. Opening of Technical Bid

- (i) GMDC shall open the Technical Bids received to this RFP, 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 RFP 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 RFP 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, RFP 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 RFP. 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 RFP.
 - (ii) Technical Bid is accompanied by RFP fee and the EMD as specified in the clause 1.5 and 2.5 of ITB respectively.
 - (iii) Physical submission of Technical Bid, RFP 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 RFP and/or Bid Documents (in formats same as those specified in the RFP);
 - (vi) It does not contain any conditionality; and
 - (vii) It is not non-responsive in terms hereof and any other conditions specified elsewhere in RFP.
- 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 11 to this RFP.
- (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.

- (iv) GMDC shall allot Financial Score to each eligible bid in accordance with the provision set forth in clause 5.3.

6.4. Composite Score

- (i) The Technical Score and Financial Score obtained by the Bidder shall be combined as per the formula provided in the clause 5.4.
- (ii) The Bidder achieving “Highest Composite Score” shall be generally declared as Preferred Bidder (the “Preferred Bidder”) and considered for award after following the due process including negotiation.

6.5. 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.

6.6. Verification and Disqualification

- (i) GMDC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP 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/banned by any Government Agency.
 - In case of fraudulent Bid and the Bidder found to be involved in fraudulent and corrupt practice as per RFP 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 RFP.

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 RFP, 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 RFP and/or the Contract.

6.7. 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.

6.8. Correspondence with Bidder

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

6.9. 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 RFP provisions, to execute/sign the Agreement within the 15 (Fifteen) 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 RFP.
- (iii) The Successful Bidder shall get correct amount of Stamp Duty adjudicated (Stamp Paper of Rs. 100 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 1 days from the LOA, in the form of Demand Draft or an unconditional and irrevocable bank guarantee (Annexure 13) for amount of equivalent to **10% (Ten percent) of Total Service Provision Fees (without GST) quoted for the Scope of Work** payable to GMDC by the Successful Bidders (the “**Performance Security**”) from Approved Bank except cooperative banks 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.

In case Bidder intends to provide Bank Guarantee then it should be provided Compulsory e-Bank Guarantee Confirmation through ICICI Bank through SFMS² under our IFS Code: ICIC0000024 and UIC GMDC530265584 for Field 7037. Bank Name: ICICI BANK LTD

- (ii) The Service Provider shall maintain a valid and binding Performance Security for the 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 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.

²Structured Finance Messaging System (SFMS) is a RBI mandated Bank Guarantee Messaging System.

- (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 15 (fifteen) days 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 11 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 RFP 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 RFP 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 interests 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 Firm is 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 particular 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 or any prospective subcontractor 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 RFP.

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 RFP 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;

Sr. No.	Scope of Work	Service Provision Fees (Rs. Lakh)
1.	Service Provision fees for Strategy, Planning, and Preparation of BRS Report for FY 2024-2025 & FY 2025-2026 for GMDC (Lumpsum Fees for Part I – V of TOR)	<i>To be filled only in the designated Price Bid Online/ Not be filled in the Technical Bid</i>
2.	Service Provision fees for providing Continuous Improvement and Software Support services pertaining to BRS Reporting (payable monthly in 12 equal installments) (Lumpsum Fees for Part VI and VII of TOR)	<i>To be filled only in the designated Price Bid Online/ Not be filled in the Technical Bid</i>
Total Service Provision Fees		(1+2)

- b) The Service Provision Fees specified in subclause a) hereinabove represents the net amounts payable exclusive of GST but inclusive of all other applicable taxes, duties, surcharge, and levies. Applicable GST, over and above Service Provision Fees, at the time of invoicing shall be reimbursed by GMDC.
- c) The Service Provision Fees specified in subclause a) hereinabove includes remuneration of Bidder's staff, Travel expense, expense towards dine, hotel stay, office rents, conveyance, and any other expense to be incurred for executing Terms of Reference in Ahmedabad. For any outstation travel required for work outside Ahmedabad from GMDC corporate office, GMDC shall make arrangements for such visit including travel, stay and food or shall re-imburse cost as per as prevailing norms of GMDC.

2. PAYMENT TERMS

GMDC shall make payment of Service Provision fees towards services rendered for the Scope on milestone basis (i.e on achieving deliverables).

Month No.	Date of Submission	Strategy and Planning	Proportion of Fees
1	Jan-25		20 %

2	Feb-25	Baseline Assessment, Date Collection & Compilation	
3	Mar-25	Value Chain Disclosure Support	-
4	Apr-25		
5	May-25	Report Prep	20%
6	Jun-25	Content for annual Report for 24-25	20%
7	Jul-25		
8	Aug-25		
9	Sep-25		
10	Oct-25		
11	Nov-25		
12	Dec-25		
13	Jan-26		
14	Feb-26		
15	Mar-26	Date Collection & Compilation	
16	Apr-26	Value Chain Disclosure	
17	May-26		
18	Jun-26	Report writing	20%
19	Jul-26	Content for Annual Report for 25-26	20%
Total Fees Paid			100% of Lumsum Fees for Part I – V

Payment Milestones for Part VI and VII:

For the deliverable of Part VI : Continuous Improvement and Part VII : Software Support the Service provider’s corresponding lumpsum fees quoted shall be divided into 12 equal parts for 12 months and the payment for the same shall be made within 15 days of the submission of the invoice for the previous completed month.

Notes:

- a) The Service Provider shall submit invoices upon achieving milestone stated in sub clause hereinabove. Authority shall make payment within 15 days of submission of invoices upon verifying the milestone for which invoice is submitted subject to deduction of any damages pursuant to contract conditions.
- b) Applicable GST, over and above approved Service Provision 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 Service Provider.
- c) 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.

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 Proposal, dated ____ invited Bids from competent parties through transparent and competitive bidding process **RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC** as per the terms specified in RFP and this Agreement (hereinafter called the "**Project/ Consulting Work/Consulting Assignment**"):
- 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 RFP documents, subsequent Addendum and terms specified in this Agreement and issued a Letter of Award (LOA) No. _____ dated _____ accepting the particular Bid Proposal.
- 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 a Service Provider for **Preparation of Business Responsibility and Sustainability Report (BRSR)** 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. Request for Proposal 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 RFP SECTION II.
4. Payment Terms provided in RFP 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 4.4
- 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 RFP 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 entire ToR is not permitted. However, for any specific technical matter requiring advice/inputs from experts or specific agencies, the Service Provider may engage sub Service Providers under intimation to the Authority. Two positions namely Team Leader and Project Lead should be on the roll of the Service Provider. The Service Provider can hire external professional as technical experts who have the qualification and experience as per the RFP and under intimation to Authority.
- s. “Terms of Reference” (“TOR”) are the description of scope of Service to be performed by the Service Provider. Detailed TOR is specified in RFP 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 the 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 15 (fifteen) days from the Effective Date, unless otherwise agreed by the Parties.

2.3. 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.

2.4. 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 19 months or completion of work (whichever is later) from the commencement of services. Upon Termination, GMDC shall make payments of all amounts due to the Service Provider hereunder for which milestone achieved/services delivered.
- b) Subject to satisfactory performance of the Service Provider, the Authority may, at its sole discretion, extend this Contract Period beyond initial 19 months for an additional one Year with Fees escalation of 6% pa of pro-rata Service Provision fees for one year if a need for extension arises.

2.5. 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 RFP 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 RFP shall apply.

2.6. 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.

2.7. Force Majeure

2.7.1. 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.

2.7.2. 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.

2.7.3. 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.

2.7.4. 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.

2.7.5. 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 upto the Services Delivered as per the payment terms specified in the RFP.

2.7.6. 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.

2.8. 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.

2.9. Termination of Agreement

2.9.1. 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) 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.
- c) 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;
- d) the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause 9 hereof;
- e) 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;
- f) 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;
- g) 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

2.9.2. 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.

2.9.3. 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.

2.9.4. 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 respective Clauses.

2.9.5. 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 RFP Section 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.

2.9.6. 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 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 RFP 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 RFP 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 Service Provider does not supplant the Client'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) entering into a subcontract for the performance of the Services as per provision of RFP.
- (iii) 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 RFP SECTION II, within the time periods set forth in the said Clause.

3.7. Documents Prepared by the Service Providers to be the Property of GMDC

- (i) All plans, documents, reports, frameworks, software, databases, content and documents prepared by the Service Providers solely in performing the Services under this Contract shall become and remain the property of GMDC, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents to GMDC.
- (ii) Any pre-existing Intellectual Property Right (IPR) developed by the Service Provider independent of the Contract, including know-how, questionnaires, assessments, modules, courses, frameworks, software, algorithms, databases, content, models, industry perspectives, designs, etc. ("Service Provider Tools"), for which the Service Provider at the time of signing of this Agreement has a legal right, or otherwise, if it does not have a legal right, which would meet the commonly used tests and criteria for IPR identification will be and remain owned by the Service Provider including any and all derivative works, modifications or enhancements of the same made before, during, and after the Contract. To the extent the Deliverables under this Contract include any Service Provider Tools, the Service Provider hereby grants GMDC a non-exclusive, non-transferable, non-sub licensable, worldwide, royalty-free license to use and copy the Service Provider Tools solely as part of the deliverables. GMDC agrees that, without Service Provider's prior written permission, it will not, or permit any third party to (a) access, copy or reverse engineer any Service Provider Tool or Deliverable, or (b) remove or circumvent security or technological safeguards, including notices, digital protection mechanisms, metadata, watermarks, or disclaimers provided with any Service Provider Tool or Deliverable,

3.8. Accuracy of Documents

- (i) The Service Provider shall be responsible for accuracy of the documents drafted and/ or vetted and data collected by it directly or procured from other agencies/authorities, estimates and all other details prepared by it as part of these services. Subject to the provisions of Clause 3.4, it shall indemnify GMDC against any inaccuracy in its work which might surface during implementation of the Project, if such inaccuracy is the result of any negligence or inadequate due diligence on part of the Service Provider or arises out of its failure to conform to good industry practice. The Service Provider shall also be responsible for promptly correcting, at its own cost and risk, the documents including any re-survey / investigations.
- (ii) Notwithstanding anything, the Service Provider will have no obligation to independently verify information provided by GMDC or their service providers.
- (iii) The Service Provider agrees to peruse and assess the legal and regulatory provisions and framework in so far as they are required to carry out the main task as per the Scope of Work . This will include perusal, if so, required of contracts entered into by GMDC with its vendors and partners.

3.9. 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 (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 provide such qualified and experienced Personnel as specified in clause 5.2(i.e., Technical Marking System) of SECTION III of this RFP and as may be required to carry out the Services.

4.2. Deployment of Personnel

- a) The designations, names and other particulars of each of the Service Provider's Key Personnel required in carrying out the Services are described in Technical Marking System of this RFP which is listed in Schedule____.
- b) The Key Personnel listed in Schedule__ of the Agreement are hereby approved by GMDC. No other Key Personnel shall be engaged without prior approval of GMDC.
- c) If the Service Provider hereafter proposes to engage any person as Professional Personnel, it shall submit to GMDC its proposal along with a CV of such person in the form provided at Annexure of the RFP. GMDC may approve or reject such proposal within 14 (fourteen) days of receipt thereof. In case the proposal is rejected, the Service Provider may propose an alternative person for GMDC's consideration. In the event GMDC does not reject a proposal within 14 (fourteen) days of the date of receipt thereof under this, it shall be deemed to have been approved by GMDC.

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. GMDC will not consider any substitution of Key Personnel except under compelling circumstances beyond the control of the Service Provider. Such substitution shall be subject to equally or better qualified and experienced personnel being provided to the satisfaction of GMDC.

4.4. Staffing

- a) The person designated as the Team Leader key personnel of the Service Provider's Personnel as specified in Technical Marking System shall be responsible for the coordinated, timely and efficient functioning of the Personnel. In addition, Project Lead/ Project Manager as specified in Technical Marking System shall act as Project Manager (the "Project Manager") who shall be responsible for day to day performance of the Services.
- b) All positions namely Team Leader, Project Lead and Team Member (BRSR) should be on the roll of the Service Provider. The Service Provider can hire external professional as technical expert who has qualification and experience as per RFP and under intimation to Authority. The Service Provider shall be required to deploy its personnel onsite from time to time to attend important meetings and conduct stakeholder consultations in order to accomplish the fulfilment of the scope as specified in this RFP.

4.5. Sub-Service Providers

Sub-contracting of entire ToR is not permitted. However, for any specific technical matter requiring advice/inputs from experts or specific agencies, the Service Provider

may engage sub–Service Providers under intimation to Authority. Two positions namely Team Leader and Project Lead should be on the roll of the Service Provider. The Service Provider can hire external professional as technical expert who has qualification and experience as per RFP and under intimation to Authority. Sub-contracting does not absolve the Service Provider from its obligations provided in this Agreement.

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 information/documents/data, which shall include;

- a) GMDC will provide all support required for the executing the Service Provider’s scope.
 - Interviews with departmental heads
 - Facilitate Site visits of GMDC facilities and on ground work support
 - Sharing of all documents under non-disclosure agreement.
 - Meetings with top management
- b) GMDC will provide all necessary information/documents/data required by the Service Provider, subject to internal and external confidentiality requirements.

6. PAYMENT TO THE SERVICE PROVIDER

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

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 RFP 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 of 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 submitted 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

In case of delay solely attributable to the Service Provider in completion of milestone as specified in TOR, liquidated damages not exceeding an amount equal to 0.1% (zero point one per cent) of the Milestone Value per day, subject to a maximum of 10% (ten per cent) of the Agreement Value shall be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Service Provider, suitable extension of time shall be granted.

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.

7.3. Penalty for Deficiency in Services

In addition to the liquidated damages not amounting to penalty, as specified in Clause 7.2, warning may be issued to the Service Provider for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Project or on the reputation of GMDC and such deficiencies not cured within the reasonable cure period granted by the Authority then Authority may initiate penal actions as permitted under law

8. FARENESS 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 RFP and subsequent contract in connection with the RFP 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 of 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,

Company Secretary,

Gujarat Mineral Development Corporation Ltd

Khanij Bhavan,

132-Ring Road, Gujarat University Ground, Vastrapur,

Ahmedabad- 380052.

Subject: Submission of Bid in response to RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal 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) **RFP Fee and EMD as per the requirement of the RFP**

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

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 RFP, 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 RFP.

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]

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 RFP (If possible, the Bidder shall specify exact assignment / job for which experience details may be submitted)]

Name of Employer:	
Details of Public Sector/Pvt sector Employer	
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 No of staff-months of the Assignment/job:	
Start date (month/year):	
Completion date (month/year):	
Name of associated Service Providers, if any:	
Name of senior professional staff of your firm involved and functions performed	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note: Relevant portion of Work Order/contract/Client completion certificate/ CA certificate evidencing the Project Experience to be submitted/ Certificate signed by MD of the Service Provider's firm.

Annexure 3: Comments and Suggestions on the Terms of Reference and Facilities to be provided by Authority

A - On the Terms of Reference

[Suggest and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Bid/Proposal.]

B - On Inputs and Facilities to be provided by the employer

[Comment here on Inputs and facilities to be provided by GMDC]

Annexure 4: Description of Approach, Methodology and Work Plan 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) Work Plan, and
- c) Organization and Staffing,

a) **Approach and Methodology**

As per the Technical Marking system.

- b) **Work Plan:** In this chapter, Bidder should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by Authority), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including report to be delivered as final output, should be included here.

- c) **Organization and Personnel:** In this chapter, the Bidder should **propose and justify** the structure and composition of proposed team. 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 RFP is an indicative minimum requirement. The Bidder should assess the specific and realistic manpower with reference to TOR.

Annexure 5: Team Composition and Task Assignments

Staff Position as specified in Technical Marking criteria

Sr. No.	Position	Name of Staff	Position held in Bidder's Firm	Education Credentials	Area of Expertise	Years of Experience (i) Total Exp. & (ii) sector experience	Number of relevant projects completed
1.	Team Leader						
2.	Project Lead (BRS/ESG Domain)						
3.	Team Member (BRSR Domain)						

Support Staff (if any)

Sr. No.	Position	Name of Staff	Position held in Bidder's Firm	Education Credentials	Area of Expertise	Years of Experience	Any other information
1.							

Annexure 6: Curriculum Vitae (CV) for Proposed Experts and Support Staff

(Summary of CV: Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV)

1. Proposed Position in the assignment:
2. Name of Firm [Insert name of firm proposing the expert]:
3. Name of Expert [Insert full name]:
4. Date of Birth: Citizenship:
5. Education [Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under -Education were obtained]:
8. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
9. Employment Record [Starting with present position, list in reversed order, every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. For experience period of specific assignment must be clearly mentioned, also give Employer references, where appropriate.]:
From [Year]: To [Year]:
Employer:
Positions held:
Sector:
10. Total Experience (Years): _____ (details to be given in point no 13)
11. Relevant Experience (Years): _____ (details to be given in point no 13)
12. Detailed Tasks Assigned:[List all tasks to be performed under this Assignment/job]
13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned. Please provide project / assignment wise details/
[Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks Listed under point 12. List of the assignment below should also match sr. no 10 and 11]
 - (i) Name of Assignment/job or project:
 - (ii) Year:
 - (iii) Location:
 - (iv) Employer:
 - (v) Main project features:
 - (vi) Positions held:

(vii) Activities performed:

(viii) Sector:

14. Any other Information (relevance of experience, relevance of qualification etc.)

15. Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- I. This CV correctly describes my qualifications and my experience.
- II. I am not employed by the Executing /Implementing Agency.
- III. I am/I am not in regular full-time employment with the Bidder
- IV. I am willing to work on the project and I will be available for entire duration of the project assignment as per task assigned to me.
- V. I, the undersigned, certify that to the best of my knowledge and belief, this bio-data correctly describes me my qualification and my experience I am committed to undertake the assignment within the validity of Proposal.
- VI. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: [Days/Month/Year]

[Signature of expert or authorized representative of the firm]

Full name of authorized representative:

Annexure 7: 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, for the last three years.

Years	Turnover (Rs. Crore)
2021-22	
2022-23	
2023-24	

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

**Annexure 8: 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, either individually or as member of a Consortium as on 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 RFP 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 9: Format of Power of Attorney for authorizing Bidder's Signatory
(On a Stamp Paper of Value Rs 300)**

KNOW ALL MEN by these presents that we, [name of the firm], a FIRM incorporated under the _____ and having its Registered Office/ office at [Address of the Company firm] (hereinafter referred to as "Company/firm"):

WHEREAS in response to the RFP for _____ [Name of the Assignment] ("Project"), the Company/ firm is submitting Bid for the project and GMDC and is desirous of appointing an attorney for the purpose thereof.

WHEREAS the Company deems it expedient to appoint or authorize Mr. ___ son of ___ resident of _____, holding the post of _____ as the authorized signatory of the company/ firm in connection with the request for proposal titled (Name of the RFP) RFP Number: _____ dated _____, issued by the (Name of the other party) (the "RFP") and to execute and deliver for and on behalf of the Company the RFP documents and to comply with any other requirements connected to or arising from the RFP documents and/or from the RFP process for the firm/company in its name and on its behalf, that is to say:

To act as the Company's/firm's official representative for submitting the Bid comprising Technical Bid and Price Bid for the said project and other relevant documents in connection therewith;

To sign all the necessary documents, papers, testimonials, applications, representations and correspondence necessary and proper for the purpose aforesaid RFP;

To RFP documents, receive and make inquiries, make the necessary corrections and clarifications to the Proposal and other documents, as may be necessary;

To do all such acts, deeds and things in the name and on behalf of the Company as necessary for the compliance of the requirements with any other requirements connected to or arising from the RFP documents and/or from the RFP process.

The common seal of [name of the company/firm] was here unto affixed pursuant to a resolution passed at the meeting of Committee of Directors held on --- Day of -----, 20__ in the presence of [name & designation of the person] and countersigned by [name & designation of the person] of the Company/firm of [name of the company]	----- [name & designation of the person] ----- [name & designation of the person]
--	--

Annexure 10: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 RFP 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 11: Indicative Format of Price Bid

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

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

Sub: Our Price Bid for RFP for Preparation of Business Responsibility and Sustainability Report (BRSR) for FY 2024-2025 and FY 2025-2026 for GMDC

Dear Sir,

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

Sr. No.	Scope of Work	Service Charge (Rs. Lakh)
1.	Service Provision fees for Strategy, Planning, and Preparation of BRS Report for FY 2024-2025 & FY 2025-2026 for GMDC (Lumpsum Fees for Part I – V of TOR)	X <i>(To be filled only in the designated Price Bid Online/ Not be filled in the Technical Bid)</i>
2.	Service Provision fees for providing Continuous Improvement and Software Support services pertaining to BRS Reporting (payable monthly in 12 equal installments) (Lumpsum Fees for Part VI and VII of TOR)	Y <i>(To be filled only in the designated Price Bid Online/ Not be filled in the Technical Bid)</i>
Total		X+Y

Notes:

- (1) For the purpose of Bid evaluation, cumulative Service Provision Fees quoted above in the cell marked X+Y shall be considered. However, payment shall be based on actual invoicing based as per the payment terms specified in RFP section V.
- (2) The Bidder to quote charges in table above inclusive of all other taxes except applicable GST. Applicable GST, over and above approved Service Provision 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 Service Provider.
- (3) 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.
- (4) The above quoted rates represent remuneration of Bidder's staff, Travel expense, expense towards dine, hotel stay, office rents, conveyance, and any other expense to be incurred for executing Terms of Reference in Ahmedabad. For any outstation travel required for work outside Ahmedabad from GMDC corporate office, GMDC shall make arrangements for such visit including travel, stay and food or shall reimburse cost as per as prevailing norms of GMDC.
- (5) Service Provision Fees shall be paid as per the payment terms specified in Section IV.

Each Bidder must quote his rates after thorough reading of this RFP 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 12:
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 (PP&D),
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 TenderNo. _____ 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 caused 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 13:
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 (PP&D),
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 be caused 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 14:

List of Approved Banks for EMD and Performance Security if Bidder intends to submit Bank Guarantee (Except Cooperative Banks)

Finance Department, Government of Gujarat's GR No: FD/MSM/e-file/4/2023/4020/D.M.O. Dated: 11/03/2024 Read: FD GR.No. FD/MSM/e-file/4/2023/0057/D.M.O. Dated: 21/04/2023 specified list of Approved Banks as follows.

Annexure I.

Finance Department, GR. No.: FD/MSM/e-file/4/2023/4020/D.M.O.

Date: 11/03/2024

(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, 2025. 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	19	Kotak Mahindra Bank
2	AU Small Finance Bank	20	South Indian Bank
3	Bandhan Bank	21	Tamilnadu Mercantile Bank
4	City Union Bank	22	Utkarsh Small Finance Bank
5	CSB Bank	23	Ahmedabad Mercantile CO-op. Bank
6	DBS Bank India Limited	24	Nutan Nagrik Sahkari Bank Ltd.
7	DCB Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
8	Equitas Small Finance Bank	26	Saraswat Co-Operative Bank Ltd
9	FEDERAL Bank	27	SVC Co-Operative Bank Ltd.
10	HDFC Bank	28	The Cosmos Co-op Bank Ltd.
11	HSBC Bank	29	The Gujarat State Co-operative Bank
12	ICICI Bank	30	The Mehsana Urban Co-Op. Bank
13	IDBI Bank	31	The Surat District Co-op Bank
14	IDFC First Bank	32	The Surat People's Co. Op. Bank Ltd
15	IndusInd Bank	33	The Kalupur Commercial Co-op. Bank
16	Jana Small Finance Bank	34	Baroda Gujarat Gramin Bank
17	Karnataka Bank	35	Saurashtra Gramin Bank
18	Karur Vysya Bank		

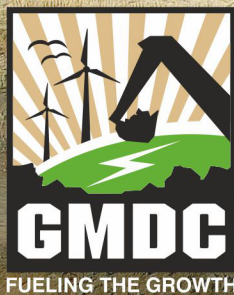
All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.

(Bhavya Verma)

Deputy Secretary (Budget)

Finance Department

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Gujarat Mineral Development Corporation Ltd.
(A Government of Gujarat Enterprise)

CIN No. : L14100GJ1963SGC001206

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