

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED



GUJARAT MINERAL DEVELOPMENT CORPORATION LTD.

## **Request for Proposal**

**For**

**Printing & Supply of Calendar (Wall & Desk) & Hardbound  
Diary with Customized Cover 2025**

**On**

**Combined Quality cum Cost Based Selection  
(CQCCBS)**

**RFP No: GMDC/PRO/001/2024-25**

**PR Department**

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

CIN No. L14100GJ1963SGC001206

“Khanij Bhavan”, 132 Ft. Ring Road, Near University Ground,  
Vastrapur, Ahmedabad-380052

Phone : 079 – 2791 0326 /2791 1151 / 2791 1662 / 2791 3200

E-mail : [ppd@gmdcltd.com](mailto:ppd@gmdcltd.com)

Website: [www.gmdcltd.com](http://www.gmdcltd.com)

# GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

RFP document for Printing & Supply of Calendar (Wall & Desk) & Hardbound Diary  
with Customized Cover 2025

## Notice Inviting Proposal and Necessary Instruction

Sealed Proposal documents in two separate envelopes are invited from bonafide, experienced & reputed agencies of financial standing, meeting the pre-qualifying requirement, for the scope of work.

<b>DOCUMENTNO.</b>	<b>GMDC/PRO/001/2024-25</b>
RFP Fee (non-refundable)	INR 1770 (Rupees One Thousand seven hundred and seventy only)
Earnest Money Deposit (EMD) (refundable)	INR 25,000/- (Rupees Twenty Five Thousand only)
Date of Publication of RFP on website	26/11/2024
Last Date/Time for submission of bids	17/12/2024 till 16.00 hrs.
Date and Time of Bid Opening	17/12/2024 at 16.30 hrs.
Date and Time for online opening of Price bid.	To be indicated to later after completion of Technical Evaluation. Bidder can view the opened price bid on their computer at their place only.
Bid submission address	<b>General Manager (PRO)/ Tech-IV</b> Gujarat Mineral Development Corporation Limited 2 <sup>nd</sup> Floor, Wing A, “Khanij Bhavan”, 132 Ft. Ring Road, Near University Ground, Vastrapur, Ahmedabad-52, Gujarat  Contact number : - +079-27912443 E-mail - <a href="mailto:ppd@gmdcltd.com">ppd@gmdcltd.com</a>

Further details can be seen on website <https://gmdctender.nprocure.com>  
and [www.gmdcltd.com](http://www.gmdcltd.com).

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Sr. No	Name of work	RFP for Printing & Supply of Calendar (Wall & Desk /Table) Hardbound Diary with Customized Cover 2025
1	RFP No.	<b>GMDC/PRO/001/2024-25</b>
2	RFP Validity	Validity of bid should be up 120 Days
3	Earnest Money Deposit (EMD)	<p>a. Demand Draft from a Nationalized Bank of <b>Rs.25,000/-</b> (Rupees Twenty-Five Thousand Only) drawn in favour of <b>Gujarat Mineral Development Corporation Ltd.</b></p> <p>b. Bidder seeking exemption for submission of EMD, Must have to submit valid MSME/ NSIC registration certificate.</p> <p>c. A Bid which is not accompanied with EMD will be summarily rejected.</p> <p>d. The EMD is refundable.</p>
4	Financial & Technical Standing of the bidder	<p>a. The bidder should have a minimum average annual Turnover (printing and related works) of Rs. 08 Lakh (Rupees Eight Lakh Only) in the last three years 2021-2022 to 2023-2024. Submit copy of Balance sheet/ Turnover certificate issued by CA for F.Y. 2021-2022, 2022-2023 &amp; 2023-24.</p> <p>b. Bidder should have worked with Government / Semi Government/ Public Sector Unit/ Adenomas Bodies / etc. for printing work, submit copies of relevant orders/certificates.</p> <p>c. The bidder should have completed satisfactorily at least 2 jobs of similar nature (i.e. printing and supply of wall calendars/diaries) for any Government / Semi Government/ Public Sector Unit/ Adenomas Bodies / etc. of minimum value of Rs. 05.00 lakh in single work order in the last 7 years (i.e. 01.04.2017 to 31.03.2024), submit copies of relevant orders /certificates along with copy</p>

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		of valid GSTN&PAN.
5	Scope of Work	<b>The bidder will be responsible for Graphic / illustration, printing of Wall Calendar&amp; Hardbound Diary with Customized Cover followed by its delivery. The concept and design of wall calendar will be provided by the GMDC.</b> The work broadly includes Graphic/ illustration, printing, binding, labeling, packing, Dispatch to the General Manager (PRO) as above address in RFP document.
6	Items with Specifications	<p><b>A)</b> <b>Small size wall calendar (Holidays: Gujarat)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"> <li>• Page: 7 Pages Front Back (14 Pages)</li> <li>• (1 Customized + 1 Yearly Planner + 12 Monthly Planner)</li> <li>• Paper: 170 GSM Sinar Art Paper</li> <li>• Color: 4 Colour Printing Throughout</li> <li>• Finish: Spiral Binding Language: Gujarati Language</li> <li>• <b>Qty: -3000</b></li> </ul> <p><b>B)</b> <b>Small size wall calendar (Holidays: Gujarat)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"> <li>• Page: 7 Pages Front Back (14 Pages)</li> <li>• (1 Customized + 1 Yearly Planner + 12 Monthly Planner)</li> <li>• Paper: 170 GSM Sinar Art Paper</li> <li>• Color: 4 Colour Printing Throughout</li> <li>• Finish: Spiral Binding Language: English Language</li> <li>• <b>Qty: 2000</b></li> </ul> <p><b>C)</b> <b>Small size wall calendar (Holidays: Odisha)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"> <li>• Page: 7 Pages Front Back (14 Pages) (1 Customized + 1 Yearly</li> </ul>

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		<p>Planner + 12 Monthly Planner)</p> <ul style="list-style-type: none"> <li>• Paper: 170 GSM Sinar Art Paper</li> <li>• Color: 4 Colour Printing Throughout</li> <li>• Finish: Spiral Binding: English Language</li> <li>• <b>Qty: 1000</b></li> </ul> <p><b>D)</b> <b>Table calendar</b></p> <ul style="list-style-type: none"> <li>• Language: English Language</li> <li>• Close Size: 6.5"(w) x 9.5"(H) inch</li> <li>• Page: 13 Pages Front &amp; Back (1 Customized + Yearly Planner + 12 Monthly Planner)</li> <li>• Total Pages: 26 Pages One Side</li> <li>• Paper: 250 GSM Artcard Gloss Paper</li> <li>• Color: 4 Color Printing + Varnish</li> <li>• Finish: Wiro Binding</li> </ul> <p>Envelope Paper: 100 GSM SS Paper</p> <p><b>E)</b> <b>Hardbound Diary with Customized Cover</b></p> <ul style="list-style-type: none"> <li>• Size (Closed) : 7.25" X 9.5"</li> <li>• Size (Open) : 14.5" X 9.5"</li> <li>• Title Page : 2 Title Page on 28 Ounce Hardbound with Matt Lamination &amp; Spot UV</li> <li>• Inside Pages: 220 Pages – Front &amp; Back</li> <li>• Inside Pages : 70 GSM JK Maplitho Paper with Single Color Printing</li> <li>• Corporate Profile upto 14 Inserts: 130 GSM Art Paper with 4 Color Printing</li> <li>• Special Features : Perfect Binding, Monthly &amp; Yearly Planner</li> </ul> <p><b>Pls Note:</b> Inside pages with GMDC logo and Day/Date template/format etc to be made/design by the selected printer</p>
7	Submission of Proposed layout/Sample & dummy	<p><b>Bidders must submit their proposed layout/graphic, artwork for wall calendar mentioned in the S.No.6 for technical evaluation.</b></p> <p><b>The proposed layout to be in actual size as mentioned in the specifications for each item(s) mentioned in the S.No.6 for technical evaluation. Layout which is not as per specified size</b></p>

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		<p><b>will not be evaluated and will be rejected.</b></p> <p>One exact dummy (blank) in actual size, paper quality, binding, etc. mentioned the specifications of each quoted item(s) must be submitted by the bidder for technical evaluation. Any alteration in specifications should invite rejection of RFP item.</p> <p>Bidder shall submit one dummy of wall calendar, but it is necessary that dummy is in exact size as mentioned in the specifications for technical evaluation.</p> <p>GMDC reserves the right to alter or add some changes in selected items.</p> <p>The proposed dummy submitted by the firm shall be property of the GMDC and will not be returned.</p> <p>All submitted items of every firm will be scrutinized by the GMDC Committee. The methodology of evaluation is annexed. If committee finds that any item is not appropriate or at par with its specification, the Committee can reject that particular item and the same will not be considered in technical evaluation. In that case, the decision of the Committee will be firm and final and bound to all the bidders.</p>																					
8	Quantity	<table border="1"> <thead> <tr> <th data-bbox="573 1230 667 1304">Sr No</th> <th data-bbox="667 1230 1227 1304">Particulars</th> <th data-bbox="1227 1230 1395 1304">Required Qty.</th> </tr> </thead> <tbody> <tr> <td data-bbox="573 1304 667 1377">1</td> <td data-bbox="667 1304 1227 1377">Small Size Wall Calendar (in Gujarati) (Holidays-Gujarat)</td> <td data-bbox="1227 1304 1395 1377">3000</td> </tr> <tr> <td data-bbox="573 1377 667 1451">2</td> <td data-bbox="667 1377 1227 1451">Small Size Wall Calendar (in English) (Holidays-Gujarat)</td> <td data-bbox="1227 1377 1395 1451">2000</td> </tr> <tr> <td data-bbox="573 1451 667 1524">3</td> <td data-bbox="667 1451 1227 1524">Small Size Wall Calendar (in English) (Holidays-Odisha)</td> <td data-bbox="1227 1451 1395 1524">1000</td> </tr> <tr> <td data-bbox="573 1524 667 1577">4</td> <td data-bbox="667 1524 1227 1577">Table Calendar (Holidays-Gujarat)</td> <td data-bbox="1227 1524 1395 1577">1500</td> </tr> <tr> <td data-bbox="573 1577 667 1650">5</td> <td data-bbox="667 1577 1227 1650">Hardbound Diary with Customised Cover</td> <td data-bbox="1227 1577 1395 1650">3000</td> </tr> </tbody> </table>	Sr No	Particulars	Required Qty.	1	Small Size Wall Calendar (in Gujarati) (Holidays-Gujarat)	3000	2	Small Size Wall Calendar (in English) (Holidays-Gujarat)	2000	3	Small Size Wall Calendar (in English) (Holidays-Odisha)	1000	4	Table Calendar (Holidays-Gujarat)	1500	5	Hardbound Diary with Customised Cover	3000			
Sr No	Particulars	Required Qty.																					
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4	Table Calendar (Holidays-Gujarat)	1500																					
5	Hardbound Diary with Customised Cover	3000																					
		<p>However the GMDC reserve the right to decrease or increase the quantity. Therefore, bidders are requested to quote their 'per thousand' wall calendar quote in the financial bid format attached in <b>Annexure 'C'</b></p>																					

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9	Rates/Prices	<p>All-inclusive rates/prices (excluding GST) should be quoted covering the cost of size, paper quality, printing, binding, packing, etc. as mentioned above.</p> <p>Bidders are requested to quote their rates in the financial bid format attached in Annexure 'C' through N-procure only. Any mention of rates / prices in the technical bid is liable to rejection.</p>
10	Supplies and Consignee	<p>The supplies of the above materials is meant for various consignees i.e. President, Vice-president, Prime Minister, all council of ministers, MP's, Secretaries/DG's/ Chairman's/CEO's of ministries /departments/ commissions of center, Transport Ministers/Secretaries/ Commissioners of all States/ UT's etc. and to any other consignees as directed by the Ministry from time to time.</p> <p>The complete list of consignees with address and quantity to be dispatched will be provided by the department.</p>
11	Transportation Charges	<p>All the material should be sent/ dispatched only through India Posts.</p> <p>Transportation charges for delivery of the materials to various consignees will be paid to the firm on actual basis. Booking receipts/ bills/certificate issue by India Post to be submitted as proof of delivery.</p>
12	Pre-dispatch Inspection of the Material	<p>Successful bidder has to take approvals/clearance for the Quality &amp; Quantity of material before the commencement of bulk dispatch/delivery.</p>
13	Splitting of work	<p>GMDC reserves the right to split the components /items of work.</p>
14	Payment Schedule/Terms	<p>Payment will be processed within 15 days of submission of bills, supported by Booking receipts/certificate/bills issued by India Post and other required documents.</p>

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15	Performance Security	Successful bidders have to submit 5% of the total value of the order to be deposited as security deposit in form of Bank Guarantee from any National Bank drawn in favour of Gujarat Mineral Development Corporation Ltd, within 15 days after placing the order and valid up to six months after complete execution of the order.
16	Liquidated Damages	The applicable rate for delay in supply is 0.5% per day and the maximum deduction is 10% of the contract price.
17	Submission of Bids	<p>Separate Technical Bid &amp; Financial Bid are to be submitted.</p> <p><b>Technical Bid</b> should contain details of Earnest Money Deposit, Balance Sheet/CA's Certificate of last 3 years, proposed layout/dummy, work orders, past experience, GSTN, PAN and confirmation of other terms and conditions as contained in RFP document.</p> <p><b>Financial Bid</b> should contain only rates/price of the quoted items above (excluding GST). The bidders are requested to quote their rates neatly and clearly in the given format in Annexure 'C'.</p> <p>Bidders are required to submit their RFP fee, EMD &amp; proposed layout/ dummy in separate sealed envelopes physically.</p>
18	Evaluation of Bids	<p>A Combined Quality Cum Cost Based System (CQCCBS) Evaluation method will be followed, wherein a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (60% weightage) and the Financial Bid (40% weightage) as mentioned in Annexure 'A'.</p>
19	Force Majeure	<p>a. Neither party (GMDC or bidder) shall be liable for any claim on account of any loss, damage or compensation, whatsoever, arising out of any failure to carry out the terms to this Contract where such failure is caused due to war, rebellion, mutiny, civil commotion, fire, riot, earthquake, drought, floods, crop failure, strike, lock-out, major break-down of the plant, or act of God, or</p>

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		<p>due to any restraint or regulation of the State or Central Government, or a local authority/ authorities provided a notice of such occurrence is given to the other party in writing within 7days from the date of the occurrence of the force-majeure condition, furnishing there with a documentary evidence supporting the invoking of the force-majeure clause.</p> <p>b. On cessation of the force-majeure, the party invoking force-majeure shall inform the other party of the period for which the force-majeure condition continued and shall also give documentary evidence thereof to this effect.</p>
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20		Incomplete bid in any respect or bid mentioning that relevant documents/data will be submitted later on and not agreeing to any of the terms & conditions contained in RFP Enquiry shall not be considered and no representation at a later date shall be entertained.
21		GMDC reserves the right of rejecting any bid found deficient in respect Of any formalities cited above without giving any reasons.
22		GMDC reserves the right to extend the contract further for the next year i.e. for the year 2025-26 to the successful bidders, if bidder agrees on same rates and terms & conditions after successful & satisfactory completion of the work.
23		The successful bidder should ensure immediate supplies within a period of 30 days from the date of supply order if supply order is placed on them and they are bound to supply material strictly as per the conditions of the RFP document. No dispatch/delivery would be accepted beyond 45 days of the date of issue of work order except otherwise allowed by GMDC in writing. Any undelivered store of wall calendar with the bidder beyond 45days of work order will be the responsibility of the bidder. If at any stage it is found that material supplied by the firms is not according to the RFP conditions action as deemed fit will be taken against GMDC.

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24	Any effort by a Bidder to influence the Purchaser in its decision on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
25	The Bidder cannot be an associates or consortium.
26	No conditional RFP shall be accepted.
27	Before final printing, a proof copy in final form has to be shown to GMDC and approval obtained in writing, failing which GMDC is not bound to accept delivery of the Calendars in case there is/are printing mistake of the same.
28	In the event of failure to supply the wall calendar/diary within stipulated time/date confirming to the approved specification or refusal to undertake the work allotted the Earnest Money which is retained as Security Deposit shall be forfeited and work order will be cancelled.
29	Bidder has to sign and stamp a copy of this RFP documents as a proof that the bidder has understand all the terms and conditions of RFP document and accepts it and also accepting the period of delivery for supply of the same and the standard rate for a year.
30	All the stores supplied shall be of the best quality, specification and in accordance with the approved standards/ samples. In case of any articles supplied not being approved standards, same shall be liable to be rejected or replaced and any expenses as result of rejection or replacement of supplies, Shall be entirely at the cost of the bidder.

### **Qualification Criteria**

- No consortium/ joint ventures/ tie-ups/ sub-contracting is allowed.
- The Agency should necessarily have its own fully fledged office in Gujarat with required manpower and equipment. Affiliate/ Franchise offices will not be considered. Details of manpower to be necessarily submitted.
- No legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate. Agency should not be blacklisted from any of the Govt. of Gujarat, Govt. of India or State Government PSUs
  - ✓ An affidavit to this effect should be provided by the agency on appropriate

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stamp paper.

- Individuals who have done piecemeal / freelance /job work are not eligible for this RFP.

### **Proposal Submission:**

The Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal**”. Technical proposal would include the following:

- Work order copy /Invoice/certificate from client mentioning the work done for last 3 years to prove 3 years of experience for printing / designing / branding activities
- Audited Balance sheet for last three years
- Any other document required to prove qualification criteria
- Technical proposal1 (TP1) for team composition- format attached

Separate envelopes containing the RFP fee and EMD should be also prepared and be marked as — EMD and RFP FEE.

Envelopes containing the Technical proposal and Fees shall be placed into an outer envelope clearly marked and sealed.

This outer envelope shall bear the Name of the Assignment, submission address, etc. The Proposals must reach GMDC on or before the last date of submission mentioned in the notice inviting RFP.

### **Financial Proposal:**

- The agencies are required to fill the financial proposal online only at <https://gmdctender.nprocure.com> as per the prescribed format (Financial Proposal).
- The quote should be unconditional and single.
- The rate / prize fee quoted should be exclusive of GST and other applicable taxes if any.
- The proposal should be indicated in the Indian Rupees.
- Proposal in any other currency would not be accepted and is liable to be rejected.
- Application of the taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of India.
- The fees quoted would be inclusive of all out-of-pocket expenses incurred for travel to

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attend meeting in Ahmedabad/ Gandhinagar, and for client servicing.

### **Technical presentation:**

Technically qualified agencies will be called for the presentation (If required) before the selection Committee. **The date and time for the technical presentation will be intimated later to the qualified agencies through email / fax / letter.**

The content for the technical presentation upon which the final technical score will be awarded should cover the following:

1. Brief about the agency
2. Brief about team proposed
3. Designs of the following printing for GMDC
4. Earlier best printing / creative / design done for PSU / Private Clients
5. Any other innovative idea presented

### **Instruction to Bidding Agencies**

- All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- The Original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- Submission letters for both Technical Proposals should respectively be in the formats specified in this document.
- The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been dully authorized to sign.
- The Agencies shall bear all costs associated with the preparation and submission of their proposals. GMDC is not bound to accept any or all proposals and reserves the right to annul the selection process at any time prior to award of contract, without any liability to GMDC.
- The Technical and Financial Proposal to be submitted by the agency should be firm and

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valid for a period of 120 days from the last date of submission of the proposal.

- The agency will have to compulsorily provide the technical information and the price bid online on the website <https://gmdctender.nprocure.com>
- Agencies may seek clarifications on the guiding document, if any, at the time of briefing meeting or before 7 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing or by fax to GMDC.
- Physical papers are to reach our office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the last date and time at the address as mentioned in the document above, and GMDC will not be responsible for any delay due to post/courier/any other reasons.
- At any time before the submission of Proposals, GMDC may amend this document by issuing an addendum, which shall be binding on the agencies.
- The agencies shall acknowledge the RFP conditions and all subsequent amendments and submit along with their proposals duly signed. Therefore, the RFP document signed by the authorized signatory should be the part of the technical proposal
- Selected firm may be invited for negotiations, if felt necessary by GMDC. If such negotiations do not result in a conclusion, GMDC shall have the right to invite the next bidder (second highest scorer) for negotiations and finalization.
- **Extension of Validity of Proposal**

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, GMDC may request the agency to extend the Proposal Validity Period for a specified additional period.

### **Disqualification**

The following events and circumstances may result in disqualification of the applicant from the bidding process:

- Submission of Proposal after the Proposal Due Date.
- If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
- If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the GMDC.

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- If the Proposal submitted is not accompanied by the required documentation will be considered non responsive.
- Agency is unable/fails to provide clarifications related to it's Proposal.
- Bidder / Agency who attempt to influence the qualification or selection process shall be disqualified from the process at any stage.
- GMDC reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Consultant has been qualified.
- GMDC reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.
- In case of such disqualification under any circumstances, the decision taken by GMDC shall be considered as final & binding

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## Annexure 'A'

### 1. Evaluation of bids

Preliminary scrutiny of the RFP document will be done by an Official Committee to determine whether the documents have been properly signed, RFP fee, Earnest Money Deposit (EMD), pre-qualification, and all relevant papers submitted. RFPs not conforming to such requirements will be prima facie rejected.

For evaluation, a Combined Quality Cum Cost Based System (CQCCBS) evaluation method will be followed, wherein a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (60% weightage) and the Financial Bid (40% weightage). Further, financial Bids of only successful bidders i.e. bidders who score more than or equal to 60% marks in technical bids will be opened. The Official Committee will oversee the evaluation process.

**1.1 Technical Bid Criterion & Weightage: The technical bids will be accorded marks based on the respective parameters, based on the weightages indicated against each parameter as mentioned below:**

S.N.	Criteria	Guidelines for scoring/ evaluation	Maximum marks
1	<b>Experience :</b>		
	The bidder should have completed satisfactorily at least 2 jobs of similar nature (i.e. printing and supply of wall calendars/ diaries) for any Government of Center /State, Government Undertaking / Public Sector Unit / Autonomous Bodies / etc of minimum value of Rs. 05.00 lakh including taxes in single work order in the last 7 years (i.e. FY 2017 – 2018 to till date)	20 marks for one work of minimum value of Rs.05.00 lakh in single work order.	20
		10 additional marks for every Additional work of minimum value of Rs.05.00 lakh in single work order (maximum 20 marks).	20
		Turnover from 08 Lakh and less than 25 Lakh in last three years.	10
Turnover More Than 25 Lakh in last three years.		20	

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	<b>Total max. marks for Experience</b>		<b>60</b>
	<b>Layout (colour scheme): &amp; Quality</b>		
<b>2</b>	Evaluation will be done on the creativity of layout, artwork, photographs, colour scheme. Quality of Paper Binding etc. (in blank dummy) of wall calendar submitted as mentioned in the S. No. 07 of the RFP document.	Graphic/ illustration/Layout/ artwork	20
		Colour scheme & finishing	10
		Quality of Paper, Binding etc.	10
	<b>Total Max. marks for layout</b>		<b>40</b>
	<b>Total Marks</b>		<b>100</b>

**Note:**

1. The marks/scores will be calculated up to 2 decimal places.
2. Minimum qualifying marks for Technical bid are 60 marks.
3. Bidders are requested to provide detailed documents for each of the above technical parameters along Technical bid.
4. Technical evaluation will be done separately for each item submitted by the bidder as mentioned in the S.No.10 of the RFP document.

**1.2 Financial Bid Criterion & Weightage:40%**

For evaluation of the financial bid (excluding postal dispatch charges), the lowest bidder will be given a marks of 100. The marks of other bidders will be proportionately scaled down as per the following:-

$$\text{(Lowest bidder price/Quoted price of the bidder)} \times 100$$

For example, if the lowest bid price is Rs.5, the lowest bidder will get a score of 100. If the second lowest bid is Rs.7.5, the bidder will get a score of  $(5 / 7.5) \times 100 = 66.66$ . The scores will be calculated upto 2decimal places.

**1.3 Calculating the composite final Marks**

The composite final marks will be calculated from the technical and financial scores as shown in the illustrative example below. The short-listed firms will be ranked as L1, L2

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etc. (marks calculated up to 2 decimal points), based on decreasing order of composite final marks and LI(highest composite final marks) will be declared as the Lowest Bidder.

1.4 In case the highest composite mark is the same for more than one bidder, the bidder whose marks are the highest mark in financial bid will be awarded the contract.

Illustrative Example (for any 1 item):

Bidders A, B and C with technical bid marks of 80, 85 and 90 respectively, the financial bids of the 3 bidder are as follows: A=Rs.5lakh, B=Rs.7.5lakh and C=Rs.10lakh. The composite final marks for A, B and C will be calculated in the following manner:

1	2	3	4	5	6	7
Bidder	Technical marks	Weighted Technical marks (column2 X 60%)	Financial Bid quote (Rs. Lakh)	Proportionate Financial marks (lowest quote/ bidder's quote) x100	Weighted Financial marks (column5x 40%)	Final Composite marks =column3+column6)
A	80	48.00	5	100.00	40	88.00
B	85	51.00	7.5	66.67	26.67	77.67
C	90	54.00	10	50.00	20	74.00

The work will be awarded to bidder A as it has obtained the Highest Final Marks (88.00) as per CQCCBS.

**Annexure 'B'**

A. **BIDDER INFORMATION**

## GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

Short Responses can be placed within the cells provided in the tables below. Additional Information can be attached as appendices, but should be explicitly referenced from within the appropriate cells.

### BIDDER INFORMATION FORM

#### General Information

BIDDER Name	
Address	
Web	
E-mail	
Telephone	
Fax	
	Commercial information
PAN	
GST	
Primary	Bidder contact or sales representative
Name and Title	
Address	
E-mail	
Telephone/Mobile	
Fax	
Person(s) authorized to negotiate and make commitment	

Name and Title	
----------------	--

## GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

Address			
E-mail			
Telephone/Mobile			
Fax			
	<b>INFORMATION ITEM</b>	<b>Bidder response</b>	
1.	Date your organization was incorporated		
2.	Bidder's revenues for the last Three financial years.	2021-2022	Rs. ----- lakh
		2022-2023	Rs.----- lakh
		2023-2024	Rs. -----lakh
3.	Number of similar works Done in the last three financial years.		
4.	Provide any other Information about your organization that the details would find useful in its deliberations.		
<b><u>B. Customers references:</u></b>			
Provide references for whom you have provided similar work. Please use this format for your response.			
<b>ITEM</b>		<b>BIDDER/COMPANYRESPONSE</b>	
REFERENCE			
Institution Name Address Scope of Project Dates of Engagement Contact Name and Title E-mail Telephone			

*Annexure 'C'*

**Financial Proposal**

# GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

Submission to be made online on the website  
<https://gmdctender.nprocure.com> in the prescribed format therein:

## Part 1: Calendar

Sr. No	Particular	Unit	Charges (INR)
1	<p><b>A)</b> <b>Small size wall calendar</b> <b>(Holidays: Gujarat)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"><li>• Page: 7 Pages Front Back (14 Pages)</li><li>• (1 Customized + 1 Yearly Planner + 12 Monthly Planner)</li><li>• Paper: 170 GSM Sinar Art Paper</li><li>• Color: 4 Colour Printing Throughout</li><li>• Finish: Spiral Binding Language: Gujarati Language</li><li>• Qty: -3000</li></ul> <p><b>B)</b> <b>Small size wall calendar</b> <b>(Holidays: Gujarat)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"><li>• Page: 7 Pages Front Back (14 Pages)</li><li>• (1 Customized + 1 Yearly Planner + 12 Monthly Planner)</li><li>• Paper: 170 GSM Sinar Art Paper</li><li>• Color: 4 Colour Printing Throughout</li><li>• Finish: Spiral Binding Language: English Language</li><li>• Qty: 2000</li></ul> <p><b>C)</b> <b>Small size wall calendar</b> <b>(Holidays: Odisha)</b> Size : 12”(w) X 18” (H)</p> <ul style="list-style-type: none"><li>• Page: 7 Pages Front Back (14 Pages) (1</li></ul>	6000	.....

## GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

	Customized + 1 Yearly Planner + 12 Monthly Planner) <ul style="list-style-type: none"> <li>• Paper: 170 GSM Sinar Art Paper</li> <li>• Color: 4 Colour Printing Throughout</li> <li>• Finish: Spiral Binding: English Language</li> <li>• Qty: 1000</li> </ul>		
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**Amount In Words:** \_\_\_\_\_

The above quote submitted is exclusive of GST and the applicable GST at the time of payment will be paid extra.

### Part 2 : Table Calendar (Holidays: Gujarat)

Sr No	Particulars	Unit	Charges (INR)
<b>1</b>	<b>Table calendar</b> <ul style="list-style-type: none"> <li>• Language: English Language</li> <li>• Close Size: 6.5"(w) x 9.5"(H) inch</li> <li>• Page: 13 Pages Front &amp; Back (1 Customized + Yearly Planner + 12 Monthly Planner)</li> <li>• Total Pages: 26 Pages One Side</li> <li>• Paper: 250 GSM Artcard Gloss Paper</li> <li>• Color: 4 Color Printing + Varnish</li> <li>• Finish: Wiro Binding</li> </ul> Envelope Paper: 100 GSM SS Paper	<b>1500</b>	.....

**In Words:**

.....

The above quote submitted is exclusive of GST and the applicable GST at the time of payment will be paid extra.

### Part 3: Hardbound Diary with Customized cover

Sr No	Particulars	Unit	Charges (INR)
<b>1</b>	<b>Hardbound Diary with Customized Cover</b>	<b>3000</b>	.....

**GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED**

	<ul style="list-style-type: none"> <li>• Size (Closed) : 7.25" X 9.5"</li> <li>• Size (Open) : 14.5" X 9.5"</li> <li>• Title Page : 2 Title Page on 28 Ounce Hardbound with Matt Lamination &amp; Spot UV</li> <li>• Inside Pages: 220 Pages – Front &amp; Back</li> <li>• Inside Pages : 70 GSM JK Maplitho Paper with Single Color Printing</li> <li>• Corporate Profile upto 14 Inserts: 130 GSM Art Paper with 4 Color Printing</li> <li>• Special Features : Perfect Binding, Monthly &amp; Yearly Planner</li> </ul> <p><b>Pls Note:</b> Inside pages with GMDC logo and Day/Date template/format etc to be made/design by the selected printer</p>		
<b>Total Financial Bid</b>			

**In Words:**

.....

**The above quote submitted is exclusive of GST and the applicable GST at the time of payment will be paid extra.**

Annexure 'D'

No Blacklisting certificate

**Format for Affidavit certifying that the Entity/Promoter/s/Director/s of Bidder are not black listed (On a Stamp Paper of relevant value)**

**No-Black listing Affidavit**

I M/s. .... (Name of the Bidder), (the names and addresses of the registered office) here by 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 Body /Govt. 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).

**GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED**

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.....,2024.

**Name of the Bidder:**

**Signature of the Authorized person**

**Name of the Authorized Person**

*Annexure 'E'*

**List of approved banks for Demand Draft**

- Bidders are required to prepare the Demand Draft for Tender processing Fee/ EMD/ Security Deposit, from any of the following list of banks as approved by Government of Gujarat:

# GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

## 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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