

2017



## GUJARAT ENERGY RESEARCH AND MANAGEMENT INSITUTE

**TENDER DOCUMENT FOR SELECTION OF  
CONTRACTORS FOR A TURNKEY WORK  
OF DEVELOPMENT OF GROUND FLOOR  
SPACE ALLOCATED TO DATA  
INTERPRETATION CENTRE OF GERMI  
INCLUDING CIVIL, ELECTRICAL,  
NETWORKING, INTERIORS AND OTHER  
MISCELLANEOUS WORK**

**TENDER NO.:** **GERMI/PRWDIC/2017/008**

**TENDER ISSUE DATE:** **01.06.2017**

**TENDER SUBMISSION DATE:** **19.06.2017**

**CORRESPONDENCE ADDRESS:**

**GERMI BUILDING, PDPU CAMPUS,  
KNOWLEDGE CORRIDOR, RAISAN,  
GANDHINAGAR, GUJARAT - 382007**



## **Disclaimer**

---

The information contained in this Tender Document or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of Gujarat State Petroleum Corporation Ltd. (GERMI) or any of their employees or advisors, on the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.

This Tender Document is not an agreement and is only purported to be an offer or invitation by GERMI to any party who is qualified to submit the Bids ("Bidders"). The principle purpose of this Tender Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This Tender Document does not purport (claim) to contain all the information each Bidder may entail (require). This Tender Document may not be appropriate for all persons as it is not possible for the GERMI employees, or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder who reads or uses this Tender Document. Each Bidder should conduct its own investigations and analysis to check the accuracy, reliability and completeness of the information provided in this Tender Document and where ever necessary obtain their independent advice from appropriate sources. GERMI, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the precision (accuracy), reliability or completeness of the Tender Document. GERMI may in their absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Tender Document.

## INDEX

I. TENDER NOTICE.....	5
II. IMPORTANT TENDER DETAILS.....	6
III. Introduction .....	7
IV. INSTRUCTIONS TO THE BIDDERS.....	8
1. Definitions .....	8
2. Tender documents .....	8
3. Documents / Certificates .....	8
4. Clarification on Tender Documents .....	8
5. Amendment of Tender Documents .....	9
6. Rejection of incomplete and conditional tenders.....	9
7. Non transferability .....	9
8. Minimum eligibility criteria.....	9
9. Language of Bid.....	10
10. Documents comprising the bid .....	10
11. Bid Prices.....	10
12. Bid Security .....	10
13. Period of validity of bids .....	10
14. Signing of the bids.....	11
15. Submission of Bid.....	11
16. Deadline for submission of bids.....	11
17. Modification and withdrawal of bids.....	12
18. Bid Opening and Evaluation.....	12
19. Process to be confidential.....	12
20. Clarification of Bids .....	13
21. Determination of Eligibility & Responsiveness .....	13
22. Evaluation and Comparison of Bids .....	13
23. Technical evaluation .....	13
24. Financial evaluation and comparison of substantially responsive technical bids .....	13
25. Contacting the GERMI officials.....	14
26. Award of Contract.....	14
27. Right to accept / reject any or all Bids .....	14

28. Notification of Award .....	14
29. Issuing of work order .....	14
30. Annulment of the Award.....	15
V. TERMS AND CONDITIONS OF THE TENDER .....	16
31. Application .....	16
32. Standards .....	16
33. Performance Security Deposit (PSD).....	16
34. Liquidated damages .....	17
35. Force Majeure .....	17
36. Termination for Default .....	17
37. Termination for Insolvency .....	18
38. Set Off .....	18
39. Settlement of disputes .....	18
40. Mode of Payment.....	18
41. Change in quantity .....	18
42. GERMI's Rights .....	18
43. Penalty for substandard / inferior quality service .....	19
44. Validity of rates .....	19
45. Scheduled date of completion of work.....	19
46. Insurance.....	19
47. Indemnity and liabilities.....	20
48. General/Others .....	21
Annexure 1: Technical Bid (Bidders Details) .....	22
Annexure 2: Scope of Work and Bill of Quantity .....	24
Annexure 3: Schedule of Rates (Financial Bid) / Bill of Quantity .....	29
Annexure 4: Bid Form .....	30
Annexure 5: No Deviation certificate.....	31

## **I. TENDER NOTICE**

---

1. Sealed tenders are invited under **two bid system viz. Technical Bid and Financial Bid** from reputed and experienced Contractors for a Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking and interiors work with proven capabilities, possessing skilled manpower, required equipments and experience of similar work in terms of quality & period.
2. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs. 23,000.00 in the form of Demand Draft drawn in favour of '**Gujarat Energy Research and Management Institute**' payable at Gandhinagar.
3. In the first instance, the technical bids will be opened on **19.06.2017 at 1600 hrs** and evaluated by the empowered Committee. At the second stage, Financial Bids of technically qualified Bidders only will be opened on **22.06.2017 at 1600 hrs** for further evaluation and ranking before awarding the contract.
4. This tender document consists of (i) Instructions to the Bidders; (ii) terms and conditions of the tender; (iii) Technical Bid; (iv) Financial Bid (Price schedule) and annexures as mentioned therein.
5. The tender document can be downloaded from the website of GERMI i.e. [www.germi.org](http://www.germi.org). Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the Tender document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.
6. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the **Director General, Gujarat Energy Research and Management Institute, Gandhinagar, Gujarat** must reach on or before **19.06.2017 by 1500 hrs**. Bids should be hand delivered at the aforementioned address on or before the said date.
7. GERMI reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum, if any, will be uploaded onto website of GERMI only. The decision of GERMI, in this regard, shall be final and binding on all.

## II. IMPORTANT TENDER DETAILS

1.	Tender No	GERMI/PRWDIC/2017/008
2.	Name of work	Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking, interiors and other miscellaneous work
3.	Place of work	<b>Gujarat Energy Research and Management Institute</b> GERMI building, PDPU Campus, Raisan, Gandhinagar, Gujarat – 382007, INDIA
4.	Bid Security cum	<b>Rs. 23,000 (Rupees Twenty Three Thousand only)</b> in the form of Demand Draft in favour of Gujarat Energy Research and Management Institute, Gandhinagar)
5.	Performance Guarantee	10 % of the order value of the contract (Performance Bank Guarantee)
6.	Period of Contract	This Contract shall be valid for a period of 45 days and extendable for 15 more days time periods depending upon the performance of Agency on the mutually agreed terms and conditions by GERMI Management.
7.	Period of availability of Tender documents	N.A.
8.	Last date of receipt of Tender document	Up to 19.06.2017 up to 1500 hrs
9.	Date and time of opening of Bid	On 19.06.2017 at 1600 Hrs for technical bids only, price bid will be opened for qualified technical bidders and will be intimated subsequently / later on after necessary procedure and evaluation of technical bids, if any changes will be intimated to the bidders.
10.	Office where Bid is to be opened	Gujarat Energy Research & Management Institute 1st Floor, Energy Building, PDPU Campus, Raisan, Gandhinagar - 382 007, Gujarat.

### **III. INTRODUCTION**

---

- 1.1. Gujarat Energy Research & Management Institute (hereinafter referred to as “GERMI”), is promoted by Gujarat State Petroleum Corporation Ltd. (GSPC), a fully integrated energy company.
- 1.2. GERMI is a centre of excellence in industry learning and has been set up to develop human resource assets to cater to the petroleum and allied energy sectors, improve knowledge base of policy makers and technologists and provide a competitive edge to leaders to compete in the global arena. GERMI has already established Pandit Deendayal Petroleum University (PDPU) which is actively pursuing initiatives in the areas of education and research in alternative energy resources.
- 1.3. GERMI plans to develop a World-Class Research Centre with all the high-tech state-of-the-art facilities. The research centre is currently at a very nascent stage and needs a long way to go.
- 1.4. GERMI wants to invite bids for Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking, interiors and other miscellaneous work.

## **IV. INSTRUCTIONS TO THE BIDDERS**

---

### **1. Definitions**

- i. "The GERMI" means the Gujarat Energy Research and Management Institute, the hirer.
- ii. "The Bidder" means firm or agency who participates in this tender and submits bid.
- iii. "The Contractors" means the firm or agency providing required services to GERMI under the contract.
- iv. "The Contract Price" means the price payable to the Contractor under the work order for the full and proper performance of its contractual obligation.

### **2. Tender documents**

- 2.1. The Tender documents consists of the following –
  - i. Notice inviting tender
  - ii. Instructions to the bidder
  - iii. Terms and conditions of the tender
  - iv. Technical bid format
  - v. Financial bid format (price schedule)
- 2.2. The bidder(s) is/ are expected to examine all instructions, forms and terms & conditions contained in the Tender document. Failure to furnish all information required as per the Tender document or submission of bid not substantially responsive to the Tender documents in every respect will be at the bidders' risk and may result in rejection of the bid.

### **3. Documents / Certificates**

- 3.1. The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:
  - i. Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, agency etc.)
  - ii. Copy of CST/VAT/TIN/ST Registration Certificates;
  - iii. Copy of PAN Card;
  - iv. Copies of Income Tax Return filed for last three financial years;
  - v. Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for last three financial years
  - vi. Proof of experience in working for Government Departments/ Colleges/ Universities (Copies of two Work Orders received during each of the last three years should be enclosed), if any
  - vii. Bid Form as per Annexure 4.

### **4. Clarification on Tender Documents**

- 4.1. A prospective bidder requiring any clarification on the Tender Documents may notify the Commercial Department, GERMI in writing or by e-mail at the mailing address [madhu.c@germi.res.in](mailto:madhu.c@germi.res.in). Such requests for clarifications should be sent not later than seven days prior to original or extended deadline for submission of the bids.
- 4.2. If required a bid meeting shall be held at GERMI on short notice to clarify all the information.
- 4.3. Explanation of the query but without identifying the source of the inquiry will be uploaded on to GERMI website [www.germi.org](http://www.germi.org) for the benefit of all the prospective bidders or will be intimated individually to the concerned bidder if found specific to the bidder.



- 4.4. Any clarification issued by the GERMI in response to query raised by prospective bidders shall form an integral part of this Tender document and it may amount to amendment of relevant clauses of the Tender document.

**5. Amendment of Tender Documents**

- 5.1. At any time prior to the dead line for submission of bids, the GERMI may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Tender Documents by amendment. The amendment will be uploaded on to GERMI website [www.germi.org.in](http://www.germi.org.in) for the benefit of all the prospective bidders.
- 5.2. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, the Commercial Department may, at his discretion, extend the deadline for the submission of bids.

**6. Rejection of incomplete and conditional tenders**

- 6.1. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

**7. Non transferability**

This tender is non transferable.

**8. Minimum eligibility criteria**

Bidder(s) should

- 8.1. have preferably experience of providing such services to Government Departments/ PSUs/ Colleges/ Universities etc. and compulsorily since minimum last 3 years. It is compulsory to produce necessary certificate (work orders) along with the bid, failure to provide will lead to the rejection of the bids.
- 8.2. have an average annual turnover of Rs. 70 Lacs and above, during the last three financial years and the minimum turnover of not less than 60 Lacs in any year in each of the last three years under consideration. Agency should submit full Audited Annual Reports of the past 3 years (2013-2014, 2014-2015, 2015-2016).
- 8.3. Submission of supporting documents for Tender Qualifications:  
The bidder should submit the following documents as documentary evidence in support of the Tender qualification criteria:
- 8.3.1. Copy of Client's Detail Work Order
- 8.3.2. Satisfactory Completion Certificate/ Performance Certificate from Client
- 8.3.3. Contact Details of the Client like Name, Address, Email ID and Phone Nos.

**NOTE:**

1. Bidders not fulfilling the above threshold criteria will not be entitled for evaluation and proposal (bid) will be out-rightly rejected.
  2. Joint Ventures [JV's], Consortium or Associations shall not be permitted.
  3. In submission, if any fake or fabricated documents are found, such kind of bids shall be rejected and in such cases Earnest Money Deposit of the bidder will be forfeited.
  4. GERMI reserves the rights to cancel and or change the bidding process at any stage without assigning any reason. GERMI also reserves the right to reject any or all of the Bids received at its discretion, without assigning any reasons whatsoever.
- 8.4. However, it is informed that mere fulfilment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.
- 8.5. Any relaxation in the eligibility criteria shall be at the discretion of Director General.

**9. Language of Bid**

- 9.1. The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the GERMI shall be written in English only.

**10. Documents comprising the bid**

The bids prepared by the bidder shall comprise of (i) technical bid and (ii) the financial bid.

- i. The technical bid should be sealed in a separate cover and super scribed **“technical bid for Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking, interiors and other miscellaneous work”**. All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.
- ii. The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule.

**N.B. All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected.**

**11. Bid Prices**

- 11.1. The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Any kind of taxes or charges as applicable should be quoted separately. If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.
- 11.2. Only one price should be quoted and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

**12. Bid Security**

- 12.1. Bid Security of Rs. 23,000.00 in the form of demand draft from any scheduled bank drawn in favour of **“Gujarat Energy Research and Management Institute”** payable at Gandhinagar shall accompany the bid.
- 12.2. Bid Security shall remain valid for a period of **90 days**.
- 12.3. A bid received without it shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.
- 12.4. Bid Security for lesser amount / not submitted in the manner prescribed will be rejected and returned to the bidder.
- 12.5. The Bid security of the unsuccessful bidder will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest.
- 12.6. The bid security may be forfeited:
  - i. If a bidder withdraws his bid during period of bid validity specified in the Tender document
  - ii. In the case of successful bidder, if the bidder fails to:
    - a. sign the contract or accept the work order
    - b. furnish the Performance security within the specified time in the document.

**13. Period of validity of bids**

- 13.1. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the GERMI as non responsive.

#### **14. Signing of the bids**

- 14.1. The bid shall be typed or printed. All pages of the Tender document shall be numbered consecutively and shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- 14.2. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- 14.3. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

#### **15. Submission of Bid**

- 15.1. The bid shall be submitted in accordance with the procedure detailed herein:
  - i. Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.
  - ii. **Envelope No.1** Shall contain the Bid Security as indicated in clause 13.1 of these instructions to bidders.
  - iii. **Envelope No.2** Shall contains all the information and documents in the same serial order as shown in the technical bid. A covering letter also may accompany the technical bid.
  - iv. **Envelope No.3** shall contain the rates / prices of the items duly filled in (schedule of rates) on company's letter head and signed and stamped. The bidder must fill up quoted price against each item in the spaces provided in the respective columns.  
**N.B. Price should not be indicated in any of the documents enclosed in envelope 1 and / or 2.**
- 15.2. All the above envelopes shall bear the Name of the Work as described in the Notice inviting tenders i.e. Bids for Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking and interiors work along with Tender Number, due date and time and shall be sealed in a fourth envelope (fourth envelope also should bear the name of the work as described above along with tender number, due date and time) and addressed to The Director General, Gujarat Energy Research and Management Institute, 1<sup>st</sup> Floor, GERMI Building, Knowledge Corridor, Raisan, Gandhinagar, Gujarat - 382007 and must reach on time. If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 15.3. All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.
- 15.4. The bidder shall seal the bid.

#### **16. Deadline for submission of bids**

- 16.1. Bids must be submitted to the Director General, GERMI on or before the prescribed date and time i.e. on or before 19.06.2017 by 1500 hrs.
- 16.2. No bids will be received/ accepted after the expiry of the prescribed date and time for submission of the bids.
- 16.3. Director General, GERMI may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the GERMI and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.
- 16.4. The responsibility for submission of the bids in time would rest with the bidder.

- 16.5. Telegraphic / Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid.
- 16.6. Bids received, if any, by the GERMI after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

**17. Modification and withdrawal of bids**

- 17.1. The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the GERMI prior to the deadline prescribed for submission of the bids.
- 17.2. The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post (which should be received by the GERMI before the deadline for submission of bids).
- 17.3. Subject to clause 17 no bid shall be modified subsequent to the deadline for submission of bids.

**18. Bid Opening and Evaluation**

- 18.1. **Envelop No.1** containing the bid security shall be opened by the Committee **at 4.00 P.M on the last date for submission of the bids** in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found as prescribed the bid shall be summarily rejected.
- 18.2. **Envelop No. 2** containing the technical bid shall then be opened. Bids shall be numbered serially. The bidder's names, documents submitted/ not submitted and such other details as the Committee, at its discretion may consider appropriate shall be announced at the bid opening.
- 18.3. The Technical Committee shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the Tender document without material deviation.**
- 18.4. The **financial bids** of technically qualified bidders only will be recommended for opening and consideration by the empowered Committee. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.
- 18.5. **Envelop No.3:** Containing the sealed price bid of bidders whose bid is found to be generally in order and substantially responsive shall be opened at a subsequent date (after completion of the analysis of the technical bids and recommendations thereof) to be intimated in advance to such eligible bidders.
- 18.6. Only summary of prices quoted by the bidders will be read out.

**19. Process to be confidential**

- 19.1. After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 19.2. Any effort by the bidder to influence the GERMI in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

## **20. Clarification of Bids**

- 20.1. To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e-mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 22 hereof.

## **21. Determination of Eligibility & Responsiveness**

- 21.1. The empowered Committee will determine whether the bid is **substantially responsive** to the requirements of the Tender documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the Tender documents without any deviation or reservation.
- 21.2. A bid which in relation to the cost estimates of the empowered Committee is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

## **22. Evaluation and Comparison of Bids**

- 22.1. Only such of the bids as have been determined to be substantially responsive to the requirements of the Tender documents, in accordance with Clause 22 will be evaluated. Other non responsive bids will be rejected.
- 22.2. Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary.
- 22.3. Evaluation of the bids will take into account, in addition to the bid amounts, the following factors:
- i. Arithmetical errors corrected in accordance with Clause 25.2
  - ii. Such other factors as may be considered to have a potentially significant impact on contract execution price and payments.
- 22.4. Offers, deviation and other factors, which are in excess of the requirements of the Tender documents or otherwise result in the accrual of unsolicited benefits to the GERMI, shall not be taken into account in bid evaluation.

## **23. Technical evaluation**

- 23.1. GERMI shall evaluate the technical bids to determine whether they are complete, whether documents have been furnished, properly signed and whether the bids are generally in order.
- 23.2. Prior to financial evaluation, pursuant to clause 22, the GERMI will determine the substantial responsiveness of each bid to the Tender document. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the Tender documents without any deviation or reservation. **The determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.**
- 23.3. A bid determined as substantially non responsive will be rejected by the GERMI and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity.

## **24. Financial evaluation and comparison of substantially responsive technical bids**

- 24.1. The GERMI shall shortlist those who are eligible and submitted substantially responsive technical bids for opening of financial bid. Successful bidders would be called to attend opening of financial bids. **The financial bids of unsuccessful bidders would not be opened.**

- 24.2. Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:
- i. Where there is discrepancy between amounts in figures and in words, amount in words will govern;
  - ii. Incorrectly added totals will be corrected;
  - iii. In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;
  - iv. If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.
- 24.3. The GERMI may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

## **25. Contacting the GERMI officials**

- 25.1. Subject to clause 21 (clarification of bids) no bidder shall try to influence the GERMI on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.
- 25.2. Any effort by the bidder to influence the GERMI in the GERMI's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

## **26. Award of Contract**

- 26.1. Subject to Clause 24 & 25, the contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the Tender documents and who has offered the lowest evaluated bid (**subject to the selection of the sample by the empowered committee**) provided further the bidder has the capability and resources effectively to carry out the contract works.

## **27. Right to accept / reject any or all Bids**

- 27.1. Notwithstanding Clause 24 & 25, Director General, GERMI reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

## **28. Notification of Award**

- 28.1. Prior to the expiration of the prescribed period of bid validity, the **Commercial Department** will notify the successful bidder by fax or e mail or letter confirming in writing that his bid has been successful .
- 28.2. The notification of award will constitute the formation of the contract/work order.
- 28.3. Upon furnishing of Performance Security Deposit by the successful bidder in accordance with the provisions of Clause 34 of Terms & Conditions of the Tender, **Commercial Department** will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

## **29. Issuing of work order**

- 29.1. Upon the receipt of the notification of award by the successful bidder, the successful bidder shall submit the Performance Security Deposit to the Commercial Department within a week of the date of receipt of notification of award. The Commercial Department shall then issue the work order with all the terms and conditions within seven days and return the Bid Security along with that. The successfully bidders shall then send the acceptance of the work order immediately through email, after carefully scrutinising the terms.

**30. Annulment of the Award**

- 30.1. Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the GERMI may make the award to any other bidder at the discretion of the GERMI or call for new bids.
- 30.2. GERMI reserves the right to disqualify the Contractor for a suitable period who habitually failed to supply the required services in time. Further, the Contractor whose items do not perform satisfactorily may also be disqualified for a suitable period as decided by the GERMI.
- 30.3. GERMI reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

## **V. TERMS AND CONDITIONS OF THE TENDER**

---

### **31. Application**

31.1. The general conditions shall apply in contracts made by the GERMI for the hiring of Services.

### **32. Standards**

- 32.1. The services provided under this contract shall conform to the general standards applicable on hiring of people on wages as per the laws of India.
- 32.2. The bidder should furnish all the details of applicable standards and weather they have followed the same or not.

### **33. Performance Security Deposit (PSD)**

- 33.1. The Bidder shall furnish to GERMI within seven (7) days from the date of notification of the award of the Contract an unconditional and irrevocable Performance Security Deposit in the form of Demand Draft on the name of Gujarat Energy Research and Management Institute, payable at Gandhinagar from any of the following banks for the due performance of the contract for 10% of Quoted Contract value.
- 33.1.1. All Nationalized Banks including the Public Sector Bank-IDBI Ltd.
- 33.1.2. Private Sector Banks - Axis Bank, HDFC Bank, ICICI Bank
- 33.1.3. Commercial Banks –Kotak Bank , YES Bank , Ratnakar Bank , IndusInd Bank , karur Vysya Bank , DCB Bank , ING Vysya Bank .
- 33.1.4. Co-Operative Banks –The Kalupur Commercial Co-operative Bank , Rajkot Nagrik Sahkari Bank Ltd , The Mehsana Urban Co-Operative Bank Ltd , Nutan Nagrik Sahakari Bank Ltd.
- 33.2. The PSD shall be valid for a period for 60 days beyond the contract completion date.
- 33.3. GERMI shall have an unqualified option under this agreement to invoke the PSD and claim the amount there under, in any event, if the Agency fails to honour any of the obligations and commitments under the contract regarding the performance of the services to the satisfaction of the GERMI or with respect to the liability and claims for damages.
- 33.4. Non submission of the PSD shall be considered as a valid reason for cancelling the award of the contract and forfeiture of the Bid Security. The contract shall then be awarded to L2/L3/L4 bidders and so on as per their tender quote.
- 33.5. Failure to submit the Performance Security Deposit and execution of the Contract within stipulated period shall invite disqualification for the Bidder for future quotations apart from forfeiture of Bid Security and being liable for penalty as deemed fit by GERMI in relation to the Bid under process.



### **34. Liquidated damages**

- 34.1. If the Contractor for any reason other than Force Majeure, fails to timely mobilise Personnel / manpower at Designated Site as per the time schedule mentioned in the work order or any other date notified by the GERMI or fails to timely commence, continue or perform the Service in accordance with the terms of this Contract or if the Agency repudiates the Contract before completion of the Services in accordance with the Contract or otherwise commits the breach of any of the provisions of the Contract, the GERMI may without prejudice to any other right or remedy, shall have a right to seek payment from the Contractor and the Contractor shall pay to GERMI, as ascertained and agreed liquidated damages, and not by way of penalty, point five percentage (0.5%) of total Order Value for each week or part thereof of such late commencement of the Service or each interruption of Service up to a maximum of Ten percent (10%) of total Contract Price. The payment of liquidated damages pursuant to this section shall not affect the rights of GERMI as per Contract or Applicable laws including the following rights to:
- 34.1.1. Terminate the Contractor or a portion or part of the Service thereof at any time during the Term of the Contract and/or,
  - 34.1.2. Recover damages resulting from Contractor's breach of any of the provisions hereof and/or,
  - 34.1.3. Get the Service done by any other contractor at the risk and cost of the Contractor and/or,
  - 34.1.4. Invoke Performance Security Deposit or any other security provided by the Contractor and/or,
  - 34.1.5. Recover actual and/ or amount payable by the GERMI to its contractors or Sub-contractors or third party for standby charge and / or rentals for the services relating to the Service.
- 34.2. By way of abundant caution, it is clarified that in addition to recovering liquidated damages, GERMI may exercise any one or more of its rights mentioned above as per the Contract and the Applicable Law.

### **35. Force Majeure**

- 35.1. If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as "events") provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the GERMI as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

### **36. Termination for Default**

- 36.1. The GERMI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this contract in whole or in part, if
- 36.1.1. the Contractor fails to deliver the quality service within the time period(s) specified in the work order., or any extension thereof granted by the GERMI;
  - 36.1.2. the Contractor fails to perform any other obligation(s) under the Contract; and

36.1.3. the Contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the GERMI may authorize in writing) after receipt of the default notice from the GERMI.

36.2. In the event the GERMI terminates the contract in whole or in part pursuant to para 36.1 the GERMI may hire, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Contractor shall be liable to the GERMI for any excess cost for such similar services. However, the Contractor shall continue the performance of the contract to the extent not terminated.

### **37. Termination for Insolvency**

37.1. The GERMI may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the GERMI.

### **38. Set Off**

38.1. Any sum of money due and payable to the Contractor (including Performance Security Deposit refundable to him) under this contract may be appropriated by the GERMI and set off the same against any claim of the GERMI for payment of sum of money arising out to this contract or under any other contract made by the Contractor with the GERMI.

### **39. Settlement of disputes**

39.1. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Director General, GERMI or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

### **40. Mode of Payment**

40.1. Payment against Bill / Invoice shall be released only after execution of the scope of work and the quality of the services are found to the satisfaction of the GERMI. Payment will be made direct to the Contractor through A/c payee cheque only.

40.2. No request for other mode of payment will be entertained.

40.3. Following shall be payment bifurcation:

40.3.1. 50 % against complete delivery of Bill of Quantity at site or against 50% completion of work.

40.3.2. Rest of the 50% shall be paid after final satisfactory completion of the work.

### **41. Change in quantity**

41.1. Quantity given in the financial bid is approximate. It may likely to vary during actual execution of the work; accordingly the price shall be adjusted based on the accepted rate.

41.2. Minor variations should be accepted by the bidder within the quoted price only.

### **42. GERMI's Rights**

42.1. The GERMI reserves the right to accept/reject any or all of the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

42.2. The GERMI reserves the right to award the contract to more than one Bidder.

42.3. The GERMI reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

42.4. If a firm after award of the contract violates any of the terms and conditions fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. Bid Security /performance security shall be forfeited.

**43. Penalty for substandard / inferior quality service**

43.1. If the selected bidder/firm does not supply the skilled manpower/ does not provide quality material or make available such things within the stipulated period as may be indicated by the GERMI, the GERMI reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the GERMI and the PSD submitted by the bidder will be forfeited.

**44. Validity of rates**

44.1. Rates quoted should be valid for 90 days from the last date of submission of bids. Bids quoting the rates valid for periods less than that will be considered non responsive.

**45. Scheduled date of completion of work**

45.1. This Contract shall be deemed to have come into effect and force and be binding on the Parties with effect from the date of work order issued and the entire scope of work shall have to be completed within a period of 45 days ("**Primary Term**").

45.2. The GERMI may, at its option and sole discretion, extend the Term of the Contract for a further period of 15 days after the expiry of the Primary Term, depending upon the performance of the Contractor, by giving the Contractor a written notice of 7 (seven) days prior to the expiry of the Primary Term of the Contract ("**Extended Term**"). Any such Extended Term shall be subject to the same terms and conditions of this Contract and shall be at the same Rates and Price Schedules as set out in the Contract.

**46. Insurance**

46.1. For its risks and liabilities assumed hereunder, the Contractor shall, at its own expense procure and maintain as a minimum, the insurances of their personnel as set out in this clause or as may be required under Applicable Laws, and ensure that they remain in full force and effect throughout the Term of the Contract.

46.2. The provisions of this clause shall in no way limit the liability of the Contractor under the Contract or Applicable Laws.

46.3. The Contractor shall be responsible for and shall save, indemnify, defend and hold harmless the GERMI, their respective officers, directors, employees, agents and other persons with whom GERMI may be associated from and against all Claims, losses, damages, costs (including legal costs) expenses and liabilities in respect of:

- a. loss of or damage to property of the Contractor whether owned, hired, leased or otherwise provided by the Contractor arising from or relating to the performance of the Contract;
- b. personal injury including death or disease to any person employed or engaged by the Contractor arising from or relating to the performance of the Contract,

#### **47. Indemnity and liabilities**

##### Contractor personnel and property

- 47.1. The Contractor shall be responsible at all times, at GERMI's site locations, for damage to or destruction of material, equipment and any other property of Contractor or any of its Sub-contractors and their respective employees or agents, except to the extent such loss, damage or destruction is caused by or contributed to solely by the negligence of GERMI, or GERMI's other contractors and agency shall indemnify and keep indemnified GERMI, harmless from any and all Claims arising out of or in connection with the Contract or other obligations hereunder directly or indirectly associated herewith and/or arising from claims, liabilities, costs, damages and expenses of every kind and nature relating to such loss or damage, including any claims relating to:
- i. Personal injury, illness or death of any of Contractor's Personnel or GERMI's personnel (except to the extent directly caused by the acts, omissions or Gross negligence or wilful misconduct of GERMI);
  - ii. Loss or damage to Contractor's Personnel or GERMI's property (except to the extent directly caused by the acts, omissions, gross negligence or wilful misconduct of GERMI).

##### GERMI's Personnel and Property

- 47.2. GERMI shall indemnify and keep indemnified Contractor from all Claims arising out of or in connection with the Contract or other obligations hereunder directly or indirectly associated herewith and/or arising directly from:
- i. Personal injury, illness or death of any of GERMI's personnel (except to the extent directly caused by the acts, omissions, gross negligence or wilful misconduct of the Contractor);
  - ii. Any loss or damage to GERMI's property (except to the extent directly caused by the acts, omissions, gross negligence or wilful misconduct of the Contractor).

##### Third Parties

- 47.3. Subject to clause 48.1, and 48.2, the Contractor shall defend, indemnify and hold GERMI harmless from and against any and all Claims in respect of:
- i. personal injury, illness or death of a third party; and/or
  - ii. loss of or damage to any facilities, tools, equipment and/or personal belongings of a third party;
- arising in connection with the Contract to the extent caused by the acts, omissions, negligence and/or breach of the Contract or Applicable Laws by the Contractor.
- 47.4. GERMI shall defend, indemnify and hold Contractor harmless from and against any and all Claims in respect of:
- (i) personal injury, illness or death of a third party; and/or
  - (ii) loss of or damage to any facilities, tools, equipment and/or personal belongings of a third party;
- arising in connection with the Contract to the extent caused by the acts, omissions, negligence and/or breach of Contract or Applicable Laws by the GERMI.

##### Strict Liability

- 47.5. Notwithstanding anything contained in the Contract, the Contractor shall indemnify and keep indemnified the GERMI from all Claims arising out of or in the course of, caused by the execution of Work under the Contract or other obligations hereunder directly or indirectly associated herewith due to one or more of the following:
- i) Breach of Applicable Law by the Contractor.
  - ii) Gross negligence or wilful misconduct by the Contractor.

- iii) Breach/ infringement by Contractor of any intellectual property right;
- iv) Failure by Contractor to perform the Services in accordance with the Contract, determinations, instructions and clarifications of GERMI pending disagreement, dispute, protest, request for arbitration/ court proceedings;
- v) Breach of any confidentiality obligations by Contractor.

**Total Liability**

47.6. Notwithstanding anything to the contrary in the Contract and subject to Clause 48.5, the Parties agree that, except in case of strict liability, negligence or wilful misconduct of any of the Parties, the cumulative liability of either Party to the other Party under this Contract shall not exceed 100% of the total Work order Value.

**48. General/Others**

- 48.1. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the Contractor has violated these conditions, the order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.
- 48.2. The bidders will be bound by the details furnished by him / her to GERMI, while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract for making him / her liable for legal action besides termination of contract.

## Annexure 1: Technical Bid (Bidders Details)

Sr. No.	Particulars	Details
1.	Name of the bidder:	
2.	Address of the bidder :	
3.	Contact Details of the bidder:	
4.	Tel. No. with STD (O)	
5.	(a) Mobile No (c) E-mail (d) Website	
6.	Name of Proprietor/Partners/Directors of the firm/agency:	
7.	Bidder's bank and its address and his current account number:	
8.	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc. (Pl. attach copies of the relevant documents/certificates)	
9.	CST/ VAT/ Excise Duty/ TIN, etc. registration details (Pl. attach copies of the relevant documents/ certificates)	
10.	Copies of Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder	
11.	Copies of Income Tax Returns filed for the last three years should be attached	
12.	Annual turnover for the last three years (Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)	
13.	Proof of experience in similar work for PSUs/Govt. Depts or for any other company / organisation (Copies of two Purchase Orders received during each of the last three years should be enclosed)	
14.	The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.	
15.	Details of Award / Certificates of merit etc., if any, received from any organization (Please attach copy of the certificates, if any)	

16.	Any other information document: please specify	

**N.B. Bidders to ensure that all**

- (i) Pages have been signed and stamped by the authorized persons**
- (ii) Pages have been numbered**
- (iii) Documents are legible (clearly readable)**

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

**Name & Address of Firm:** .....

**Dated:** .....

Authorized Signature & Seal of the Firm

## Annexure 2: Scope of Work and Bill of Quantity

### Scope of Work

1. The Contractor shall carry out the entire work of development of DIC including civil, electrical, networking, interiors and other miscellaneous activities.
2. The Contractor shall supply entire BoQ mentioned below at site.
3. On receiving the order the Contractor shall immediately initiate the work of bringing material at site.
4. The Contractor shall make sure that there are sufficient no. of workers to complete the entire work within stipulated time.
5. The Contractor shall get the material verified by the GERMI first and then use the same at site.
6. The color combinations and quality of the materials should be maintained as per the standard.

### Bill of Quantity

#### Part 1:

Sr.No	Item Description	No.	Qty.	Unit
<b><u>Partition</u></b>				
1	Partition Ht.13 ft. and width 19 ft. in Aluminium section with 4mm Tk. Panel and 5mm Tk. Glass, 1.2 mm Section with anodize & Glass door	1	250	Sq.ft
2	Partition Ht.13 ft. and width 8 ft.in Aluminium section with 4mm tk. Panel and 5mm tk.glass, 1.2mm section with anodize & glass door ( Main Entrance )	1	117	Sq.ft
3	Partition Ht.7 ft. in 19 mm Plywood 4 ft. Ht. 4 inch tk. with 1 mm Laminate Both side and 12mm Glass Ht.3 ft. with frosted film	8	455.00	Sq.ft
<b><u>Door</u></b>				
1	Glass Door with Aluminium Section	1		No.
2	Glass Door with Handle, Lock and floor spring	4		No.
<b><u>Soft board</u></b>				
1	Orange soft board Sheet Ht. 1 ft. on all workstation partition and main cabin table wall	1	130.00	Sq.ft
<b><u>Chair</u></b>				
1	Executive chair with high back and hydraulic ( Zindal form )	6		no.
2	Visitor's Chair in 1.5inch pipe with powder coating	47		no.
<b><u>Furniture</u></b>				
1	Continue Working Table with keyboard trolley and drawer-shutter unit in Plywood and Laminate	3	113	R.ft
2	Main Table with Drawer unit in 19mm Plywood and 1mm outer Laminate, 0.8mm inner laminate	6		No.
3	Side Unit with sliding shutter in Plywood and Laminate	6		No.
4	Openable 4 Ft. Hight Storage Unit in Plywood and Laminate	3		No.
5	Working Table in Cabin in Plywood and Laminate	2		No.



6	Conference Table in plywood and Laminate	1		No.
7	Pantry Platform with Granite top and below shutter in plywood and Laminate	1	2.75	R.ft
8	Window cover with plywood and laminate	2		No.
9	19mm Plywood wall with 1mm Laminate ( Between Duct wall and Column)	1	39	Sq.ft
10	Plywood wall Ht. 4ft. With 1mm Laminate ( Front of the Aluminium Section wall )	1	35.75	R.ft
<b>Civil Work</b>				
1	Replace Kotta stone on the Floor	4		No.
2	Core cutting			
<b>Color Work</b>				
1	Asian Royal Paint	1	4100	Sq.ft
<b>Signage</b>				
1	Plotter cutting in frosted film sticker with name in each glass door	10		No.
2	ACP with digital printing on main door	1	32	Sq.ft

**Part 2:**

Sr.No	Item Description	No.	Qty.	Unit
<b>Electrical Work</b>				
1	Providing & erecting Light Point With 1 sq mm Wire ISI Pvc Pipe and Earthing & Accessories With labour Charges ( <b>Switch Legrand Make and Wire RR Make</b> )	12		Pt.
2	Providing & Erecting 3 Nos. 5Amp Socket Complete by 5Amp 1 No. switch With Box & Plate With Labour Charges ( <b>Switch Legrand Make</b> )	120		Nos
3	Providing & erecting Mains 2x6 Sq mm Wire With pvc pipe & Earthing <b>Wire RR Make</b>	85		Mtr
4	Providing & erecting Mains 2x2.5 Sq mm Wire With pvc pipe & Earthing <b>RR Make</b>	240		Mtr
5	Providing & erecting Mains 2x4 Sq mm Wire With pvc pipe & Earthing <b>RR Make</b>	60		Mtr
6	Providing & erecting 6Amp Loop Plug (on Board)	5		Nos
7	Providing & erecting 16 Amp Switch & Socket ( <b>For AC</b> )	50		Nos
8	Providing and erecting Sheet Steel powder coated MCB distribution board - flush / surface mounted fitted with busbar, neutral link, earth bar and DIN rail, confirming to IS 13032 and BS 5486-1986 without MCB to house appropriate nos. of MCBs Three phase 4 way SS Double door for single phase outgoing horizontal box (Legrand Make )	1		Nos
9	Miniature circuit breaker single pole 6A to 32A suitable to operate on 240 V A.C. system and having breaking capacity 10 KA to be erected in existing box. confirming to IS 8828/1996	12		Nos

	with ISI Mark			
10	Providing & erecting 415 V MCB Four Pole for Motor & Inductive Load (C Curve) having 10KA breaking capacity & confirms to IS :8828 in existing box having following capacity (c)63 Amp.	1		Nos
11	Providing and erecting Approved make Ceiling fan with double ball bearing ISI mark with condenser A.C. 230V.50 c/s.1200 mm. sweep complete, canopy and 30 cms. down rod erected on existing hook or clamp with 24/0.2 , 3 core flexible wire with earthing. [Make shall be approved by Engineer in charge]	2		Nos
12	Providing & erecting 600 mm X600 mm (2feetx2feet) <b>LED 34 Watt (Havels/Crompton /Wipro/C&amp;S /Bajaj) Make As per Available</b>	10		Nos
13	75 x 50 PVC Rase Way Trunking	40		Mtr
14	1.5 Ton 3 * A.C ( <b>Daikin</b> ) with 10ft. Piping. If above 10ft. Then it will be extra charge <b>(250rs.per r.ft)</b>	4		Nos

**Part 3:**

Sr No	Item Description	QTY	UOM
<b>CCTV Camera and Security System</b>			
1	2mp Bullet / Dom with Night Vision with Supply, Installation and Termination	2	Nos
2	4 CH DVR Hikvision DS-7104HQHI-F1 HDTV with Supply, Installation and Termination	1	Nos
3	SMPS Switching Mode with Supply, Installation and Termination	1	Nos
4	1 TB Surveillance HDD : Western Digital with Supply, Installation and Termination	1	Nos
5	Connector , Back box and supported Accessories Supply, Installation and Termination	1	Lot
6	Door Access control System Finger + Card Access Combo with Door Lock Support and Exit entry with access Card .50+ user support with Supply, Installation and Termination	1	Nos

**Part 4:**

Sr No	Item Description	QTY	UOM
<b>A : Switch , UTP Networking, Conducting and Passive Components</b>			
1	D-Link Face Plate - Single (Keystone Jack, square) with Jack Cat 6A Keystone UTP-White 10 giga (I/O) Supply, Installation and Termination	40	Nos
2	D-Link (24*10/100/1000 Mbps , Additional 2*Gigabit SFP and Additional 2*10G SFP Supply, Installation and Termination - (Layer 2 Manageable 28 Port ) <b>(Material Delivery time 4 business week after getting PO)</b>	3	Nos
3	D-Link Patch Panel Cat 6A UTP Keystone Type-24 Port-Fully Loaded Supply, Installation and Termination	2	Nos
4	D-Link CAT6A UTP 23AWG Cable Supply, Installation and Termination <b>(approx. 8 box )</b>	2400	Mtr (Approx.)
5	10G Passive SFP+ Twinax Cables for Staging (7 mtr support )	1	Nos
6	10G Passive SFP+ Twinax Cables for Staging (1 mtr support )	2	Nos

7	24U Rack floor (800*800 mm) with (Metal Cable Manager - 01U - Plastic Cable Loop's Mountable ,Mounting Hardware Packet { Containg 1 Nos Each Of 2 } - 10 Set ,	1	Nos
8	CAT6A UTP 24AWG PATCH CORD:1M , (Switch to Patch Panel) Supply, Installation and Termination	40	Nos
9	CAT6A UTP 24AWG PATCH CORD:2M, (WorkStation) Supply, Installation and Termination	40	Nos
10	D-Link CAT6 UTP 23AWG Cable Supply, Installation and Termination <b>(approx. 2 box ) Telephone Cable + CCTV + Door Access Card</b>	650	mtr
11	D-Link Access Point for office-Wifi (with Dual Band Support)	1	Nos
12	D-Link 4+4 Port 10/100 POE Switch for Access Point for Office Wifi + Door Access Control	1	Nos
13	Rack Dressing Charges with Labelling (up to 32U )	1	Nos
14	Project Management Charges & 1 Year Support	1	Lot

**Part 5:**

Supply of 5 KVA online UPS with auto bypass mode, network configuration port, Digital display for operation

**- 2 Qty**

Following is the specification:

- 12V-42 AH SMF Battery Exide/ rocket make- 16 Nos. for per UPS
- Corrosion painted Rack stand for battery with link
- 1 to 1.5 Hours battery backup on full load position
- Input voltage -230,40-70 Hz frequency
- Output Voltage 230,50 Hz

**Part 6:**DIC Measurements

Sr.No	Item Description	No.	L	W	H	Qty.	Unit
1	Low Height Partition 4 inch tk.	1	11	4	7		Sq.Ft.
		3	5	4	7		Sq.Ft.
		3	9	4	7		Sq.Ft.
		1	12	4	7		Sq.Ft.
						455	Sq.Ft.
2	Full Ht. Partitions	1	18.75		13	243.75	Sq.Ft.
3	Glass Door	6	2.75		7		NO.
4	Working Table (continue Work Station) with Drawer Unit & Keyboard Trolley	1	13.5	2	2.5		R.ft
		1	9	2	2.5		R.ft
		2	12	2	2.5		R.ft

		1	18.75	2	2.5		R.ft
		1	12	2	2.5		R.ft
		1	12	2	2.5		R.ft
		1	9	2	2.5		R.ft
						86.25	R.ft
5	Table with Drawer-Shutter	8	5	2	2.5		NO.
6	Side Unit with sliding shutter	6	3	1.25	2.5		NO.
7	Storage Unit	3	4	1.25	4		NO.
8	Pantry Platform with Storage	1	2	2	2.5		NO.
9	Conference Table	1	18	4	2.5		NO.
10	Boss Chair	6					No.
11	Visitor Chair	47					No.



**Annexure 4: Bid Form**

(On Agency's letter head)

DATE: -----

To,  
The Director General  
Gujarat Energy Research & Management Institute  
Gandhinagar

**Sub.: Bid form for Turnkey work of development of ground floor space allocated to DIC of GERMI including civil, electrical, networking and interiors work**  
**Ref.: Tender No : GERMI/PRWDIC/2017/008**

Dear Sir,

After examining/reviewing the Tender document for the subject Contract we the undersigned, are pleased to offer to execute the whole or part of the works as described in, and in conformity with, the said Bidding Documents, in accordance with the Contract.

We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the GERMI, Gandhinagar immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

We confirm that, if our Bid is accepted, services will be provided in accordance with the Contract and the obligations imposed on us under the Tender document. We confirm that this Bid will be valid for a period of 90 days from the date of submission of the Bid and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

We enclose a DD of Rs 23,000.00 bearing no. \_\_\_\_\_ dtd. \_\_\_\_\_ drawn on \_\_\_\_\_ for the Bid Security in accordance with the provisions of the Tender document. We agree that the Bid Security will be forfeited under circumstances mentioned in the Tender document.

Until a final Contract is prepared and executed, the Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

We understand that Tender document is not exhaustive and any action and activity required to be performed for fulfilment of contract and completeness of the work in all respects shall be carried out by us within the prescribed time frame and agreed price. We understand that you are not bound to accept the lowest priced or any Bid that you may receive.

Yours faithfully,

Signature & Stamp: .....

Name: .....

Designation: ,.....

Sign & Stamp of Bidder

**Annexure 5: No Deviation certificate**

---

[On Bidder's letter head]

Date: \_\_\_\_\_

To,  
The Director General  
Gujarat Energy Research & Management Institute  
Gandhinagar, Gujarat

Dear Sir,

We, (Bidder's name) Confirm our acceptance to all terms and conditions mentioned in Tender document (.....), and all subsequent addendums / clarifications, in totality and withdraw all deviations raised by us, if any.

\_\_\_\_\_  
Authorized Signatory with seal

Name:

Place: