

Tender Document

**Tender for selection of agency for survey, identification and registration of Tribal Artisans and their Products / Artifacts in different districts of Gujarat State and creation of Product Catalogue
(Tender No. GTDC/Sur_Artisan/19/07)**

Date for Pre-bid Meeting: **07.01.2020**, at 1500 hours

Last Date of Submission of Bid (Online): **23.01.2020** till 1500 hours

Last Date of Submission of Bid Processing Fees & EMD: **24.01.2020** till 1500 hours

Date of Opening of Bid: **27.01.2020** on 1500 hours

Tender Processing Fee: Rs. 3,000/-

Gujarat Tribal Development Corporation (hereinafter referred to as “GTDC”), invites through this document (hereinafter referred to as Bid document), Proposals from eligible Bidders for Selection of an Agency Tender for survey, identification and registration of Tribal Artisans and their Products / Artifacts in different districts of Gujarat State and creation of Product Catalogue.

The bidders may download the tender document from website of <https://adijatinigam.gujarat.gov.in/> & www.nprocure.com.

Sr. No.	Particulars	Remarks
1	RFP No.	GTDC/Sur-Artisan/19/07
2	Date for Pre-bid Meeting	07.01.2020, at 1500 hours
3	Last date and time of submission Online bid	23.01.2020 up to 1500 hrs.
4	Last date and time of submission of DDs of EMD and Bid processing fee	24.01.2020 up to 1500 hrs. Gujarat Tribal Development Corporation Birsa Munda Bhavan, Sector 10-A, Gandhinagar, Gujarat.
5	Time and date of opening of bids	27.01.2020 at 1500 hrs.
6	Place of opening of tender	Gujarat Tribal Development Corporation Birsa Munda Bhavan, Sector 10-A, Gandhinagar, Gujarat.
7	Address for Communication	Deputy Manager (Admin) Gujarat Tribal Development Corporation Birsa Munda Bhavan, Sector 10-A, Gandhinagar, Gujarat. Email: ed-gtgc@gujarat.gov.in Ph no. +91 79 23253891, 23253893
8	Bid Processing Fees	Rs. 3,000/- in form of DD
9	EMD	Rs. 1,00,000/- in form of DD or BG

Eligibility Criteria for the bidder:

1. The Bidder submitting the offers should be a Registered Company/proprietorship/partnership firm/ NGOs/AOP in India and should have been in existence for a period of at least 5 years as of 31.03.2019.
2. The bidder should have an average annual turnover/receipts of Rs. 25 Lakhs (Minimum) in last three financial years. The copies of Audited Annual Accounts shall be attached along with the bid along with certificate of C.A. **(Form no. E-1).**
3. The bidder Agency / organization should have prominent presence and experience in working in the Tribal Areas and working with tribal people with experience in conducting and completing three (3) surveys of sample size of at-least 10000 records in any social sector in India during the last 5 years as of 31.03.2019. The copy work awarded and / or work completion certificate shall be submitted. **(Form no. E-2).**
4. The bidder should have successfully completed atleast one (1) similar nature of work with any Government agency / Semi Government/PSU in India during last 5 years as on date of submission of bid and proof of the same to be furnished. The copy work awarded and / or work completion certificate shall be submitted. **(Form no. E-3).**
5. The bidder should have atleast one (1) office in the State of Gujarat. Please attach atleast any of the Two (2) documentary evidence (copy of Rent Agreement/ Property tax bill/Electricity Bill/Telephone Bill/ GST Registration/Lease agreement). **(Form no. E-4).**
6. Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat or any Government Agency/semi Government/ PSU located in any place in India at the time of bidding. (Certificate / affidavit mentioning that the Bidder is not blacklisted by Government of Gujarat or any of the PSUs in the state of Gujarat and Government Agency/semi Government/ PSU located in any place in India due to engagement in any corrupt and fraudulent practices).

Note: Bidders who wish to participate in this bid will have to register on <https://www.nprocure.com> . Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

The terms and conditions are as follows:

1. The last date of submission of bid on the website <https://www.nprocure.com> is as per the tender. **No physical bids will be accepted under normal circumstances.** However, GTDC reserves the right to ask the bidders to submit the bid and/or any other documents in physical form.
2. The bid is non-transferable.
3. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GTDC will in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process. The bidder is required to quote for all the districts mentioned in this document.
4. The bidder has to upload the compliance letter on its letter head duly signed by the authorized signature & other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
5. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
6. Amendment of Bidding Documents (Corrigendum)
 - 6.1 At any time prior to the deadline for submission of bids, GTDC may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
 - 6.2 The corrigendum will be published on website <https://www.nprocure.com> & <https://adijatinigam.gujarat.gov.in/>
 - 6.3 In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GTDC, at its discretion, may extend the deadline for the submission of bids.
7. Bid Currency – Prices shall be quoted in Indian Rupees only.

The Bidder will have to submit Nonrefundable Bid Processing Fees of Rs. 3,000/- and Earnest Money Deposit (E.M.D.) of Rs. 1,00,000 /- on or before the date and hours of bids submission in a sealed cover at GTDC office with the heading "Bid Processing fees and EMD for the "Tender for selection of agency for survey, identification and registration of Tribal Artisans and their Products / Artifacts in different districts of Gujarat State and creation of Product Catalogue" Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Tribal Development Corporation" payable at Gandhinagar along with the covering letter. Please affix the stamp of your company on the overleaf of demand draft. EMD shall be submitted in the form of Demand Draft OR in the form of an unconditional Bank Guarantee (which should be valid up to validity of bids + 180 days) of any Nationalized Bank (operating in India having branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2018/18/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time in the name of "Gujarat Tribal Development Corporation" payable at Gandhinagar (as per prescribed format given at Annexure) and must be submitted along with the covering letter.

Please affix the stamp of your company on the overleaf of in case of demand draft.

Note: Failing to submit physical covers of EMD and bid processing fees at GTDC on or before **the timeline mentioned in the bid** may lead to the rejection of the bid.

8. In case of non-receipt of Bid Processing fees & EMD as mentioned above within prescribed time the bid will be rejected by GTDC as non-responsive.
9. Unsuccessful bidder's E.M.D. will be returned as promptly as possible but not later than 15 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract and furnishing the Performance Bank Guarantee @ 10% of the total order value as prescribed by GIL, whichever is earlier.
10. In exceptional circumstances, GTDC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its E.M.D. A Bidder granting the request will not be permitted to modify its bid.
11. The Successful bidder has to submit Performance Bank Guarantee @ 10% of total order value within 15 days from the date of issue of Purchase order (for Contract period + extra 3 months) All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2018/18/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith)
12. Successful bidder will have to sign the contract upon within 15 working days from the date of intimation from GTDC. (The draft of the Contract form is attached herewith)
13. The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 10% of the total order value, offer of inspection of the ordered material, completion of GIL inspection, Delivery and installation of all hardware at respective sites and after completion of bid validity whichever is later.
14. The E.M.D. may be forfeited:
 - (a) if a Bidder withdraws its bid during the period of bid validity
 - (b) In case of a successful Bidder, if the Bidder fails:
 - (i) If the bidder is found to be involved in fraudulent practices.
 - (ii) If the bidder fails to submit the copy of purchase order & acceptance thereof.
 - (iii) "If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GTDC also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists
15. Termination for Default
 - 15.1 The GTDC may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder (after providing notice/cure period of 30 days), terminate the Contract in whole or part

- a) if the bidder fails to deliver any or all of the Items mentioned in scope of work within the time limit as mentioned in the work order, or within any extension thereof granted by the GTDC or
- b) if the Bidder fails to perform any obligation(s) under the Contract/Work order.
- c) If the Bidder, in the judgment of the GTDC has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value of influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the GTDC of the benefits of free and open competition;”

15.2 In the event the GTDC terminates the Contract in whole or in part, pursuant to Clause mentioned in this document, the GTDC may appoint any other agency for that work, upon such terms and in such manner, as it deems appropriate, Services similar to those not completed, and the Bidder shall be liable to the GTDC for any excess costs for such similar Services. However, the Bidder shall continue the performance of the Contract to the extent not terminated.

16. Late Bids – The bidder will not be able to submit the bid after final submission date and time.

17. Modification and Withdrawal of Bids

17.1 No bids will be allowed to be modified after the final submission of bids.

17.2 No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity. Withdrawal of a bid during this interval will result in the forfeiture of bidder’s E.M.D.

18. EMD and Bid Processing Fee and Bids will be opened in the presence of Bidder’s representatives, who choose to attend. The Bidder’s representatives who are present shall sign a register/attendance sheet evidencing their attendance. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process. In the absence of the bidder(s), the tender committee may choose to open the bids as per the prescribed schedule.

19. The Bidder’s names, Bid modifications or withdrawals, discounts and the presence or absence of relevant E.M.D. and such other details as GTDC officer(s) at their discretion, may consider appropriate, will be announced at the opening.

20. **Evaluation of the bids:** After the closing time of submission, GTDC committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. Evaluation of the Technical bids will be further conducted by GTDC committee. Any kind of non-compliance, be it in terms & conditions of this Bid Document or Technical Specifications of the items required under

this bid or any other, observed during the Technical Evaluation will lead to rejection of bid, without giving any reasons to bidder thereof. The decision of the Tender Evaluation Committee and Executive Director of GTDC will remain final in this regard and binding unconditionally on bidders. The financial bid of the technically qualified bidders will be opened. Successful bidder will be decided based on lowest quoted rates without tax as mentioned in the financial bid section. The GTDC reserves the right to call for further negotiations.

21. In case of successful bidder is found in breach of any condition(s) of work order, at any stage during the period of Work Order, the legal action as per rules/laws, shall be initiated against the successful bidder and EMD shall be forfeited, besides debarring and blacklisting the bidder concerned for the time period as decided GTDC for further dealings.

22. Bids shall be valid up to 120 days from the opening of financial bids. A bid valid for a shorter period shall be rejected as non-responsive. If required, GTDC may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.

23. Implementation timelines:

Components / Milestone	Timelines	
Designing of survey form physical & online	15 days from the date of award of work	T1
Survey & registration of artisan and their products / artifacts as well as its registration	105 days from the date of finalization of physical as well as online survey form	T2=T1+105
Designing & developing of product catalogue & Video clip	60 days from the date of completion of T2	T3=T2+60

24. Penalty Clause for delay in delivery Work mentioned as per work order

- 24.1 The successful bidder needs to submit performance bank guarantee as per the details mentioned in this tender document.
- 24.2 If the bidder fails to complete the work within the time limit as mentioned above, then a sum equivalent to one percent (1 %) of the Work Order value shall be deducted from the payment for each calendar week of delay or part thereof.
- 24.3 The amount of penalty for delay in executing the work shall be subject to a maximum limit of 10% of the total Work Order value.
- 24.4 Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.
- 24.5 In case, the selected bidder does not complete the work for any reason, the bidder will be liable to pay the difference amount to the GTDC, over and above the performance guarantee, which GTDC has to pay to the next or other selected bidder for purpose of the said item of work.

25. Payment: Payment shall be made by the GTDC in Indian Rupees as follows:

- 25.1 No advance payment will be made.
- 25.2 For survey, identification and registration of Artisans living in tribal areas and their marketable Products in different districts of Gujarat State & Identification of the areas in which training and storage centers can be established for successful training and marketing and storage of the tribal art and crafts: 60 % payment will be made after submitting necessary documents for

actual number of artisans surveyed. Remaining 40% payment on submission & acceptance of product catalogue.

25.3 For developing Product catalogue & Video clip: 100% payment on verification & acceptance of the submitted Product Catalogue (as per the scope mentioned in this document)

26. GTDC reserves the right to change any bid condition at any item even after inviting the bids, with/without prior notification.

27. GTDC's Right to accept any Bid and to reject any or all Bids – GTDC reserve the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to awarding the Contracts, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for such decision.

28. As this is a rate contract, the quantity mentioned in the bid is unit. During the period of rate contract, the successful vendor will have to accept work orders. The quantity is only indicative for reference purpose & it does not give guarantee for order.

29. Force Majeure Shall mean and be limited to the following:

- a) War / hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the BIDDER.

The BIDDER shall advise GTDC by a registered letter duly certified by the local statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over two months, if arising out of causes of Force Majeure, GTDC reserves the right to cancel the order.

Completion period may be extended to circumstances relating to Force Majeure by the GTDC. Bidder shall not claim any further extension for completion of work. GTDC shall not be liable to pay extra costs under any conditions.

The BIDDER shall categorically specify the extent of Force Majeure conditions prevalent in their works at the time of submitting their bid and whether the same have been taken in to consideration or not in their quotations. In the event of any Force Majeure cause, the BIDDER shall not be liable for delays in performing their obligations under this order and the delivery dates can be extended to the BIDDER without being subject to price reduction for delayed delivered, as stated elsewhere.

It will be prerogative of GTDC to take the decision on force major conditions and GTDC decision will be binding to the bidder.

30. Bidders can submit queries in written at least a day before the date of pre-bid to
Deputy Manager (Admin),
Gujarat Tribal Development Corporation,
Birsa Munda Bhavan, Sector 10-A,
Gandhinagar, Gujarat.

Email: ed-gtgc@gujarat.gov.in
Ph. no. +91 79 23253891, 23253893

GTDC will clarify and issue amendments if any. No queries in any other form will be entertained.

31. Scope of Work:

Gujarat Tribal Development Corporation (GTDC) intends to appoint an agency:

1. To identify & register tribal artisans and their products / artifacts (like Handicrafts and Art & Painting, Clay Work, Bamboo Craft, Pearl Work, Hand Embroidery, Cloth Dyeing, Weaving, Pithora Painting and Warli Painting, Puppet Making, any other) in different districts of Gujarat State
2. Identification of the areas in which training and storage centers can be established for successful training and marketing and storage of the tribal art and crafts. So, that each and every tribal artisan or artisan groups can easily access and avail the benefit.
3. Creation of Product catalogue based on identified Products / Artifacts in different districts of Gujarat State.
4. Creation of Audio video clip: Agency needs to take the Videos of the artisans across the State along with their products. Agency needs to make some testimonials of the artisans who are surveyed.

The targeted districts of Gujarat state are as mentioned below:

Sr. No.	Districts
1	Dahod
2	Panchmahal (Godhra)
3	Chotaudaipur
4	Mahisagar (Lunawada)
5	Navsari (Vasada)
6	Banaskantha (Palanpur)
7	Sabarkantha (Khedbrahma)
8	Aravalli (Modasa)
9	Surat (Mandvi)
10	Valsad
11	Bharuch
12	Narmada(Rajpipala)
13	Tapi (Songardh)
14	Dang

For this, Gujarat Tribal Development Corporation (GTDC) wants to select an Agency to provide following services:

1. Identification, Survey & registration of tribal artisans & their manufactured / developed products / artifacts:

- a. Design of survey form physical & online. The survey form shall be prepared in consultation with GTDC & only after GTDC's approval on survey form, the actual survey shall be initiated.
 - b. Visit tribal habitat/villages/block across above-mentioned districts & carry out field survey for identification of artisans living in tribal areas. Gather information on their manufactured / developed products & artifacts along with its photographs, details to be compiled further in the product catalogue.
 - c. Capture all the required details of the artisans as well as their products / artifacts & register it by filling physical & online form. The information to be obtained from artisans shall be finalized in consultation with GTDC. As a proof of the identity of the artisan, copies of Aadhar card / Election card / PAN card & any other business proofs and photographs shall be collected along with the form.
 - d. The survey done of artisans at village level should be certified by Sarpanch of the gram panchayat of respective village for authenticity of the details provided by the artisans & for the details obtained on the number of artisans in that particular village. The payment to the agency will be made on the basis of the number of the survey done & certified by Sarpanch / talati of the gram panchayat of respective villages or any other competent officer authorized by GTDC.
 - e. On completion of the survey & registration of artisans & their products / artifacts, the reports on the gathered data shall be generated & submitted as per the requirement of GTDC. All the data gathered along with the physical documents (survey forms, photographs, proofs, etc.) & its soft copies shall be submitted to GTDC with proper indexing & tagging.
2. Identification of the areas in which training and storage centers can be established for successful training and marketing and storage of the tribal art and crafts. So, that each and every tribal artisan or artisan groups can easily access and avail the benefit.
 3. Create Product catalogue of identified Products/artifacts (like - Handicrafts and Art & Painting, Clay Work, Bamboo Craft, Pearl Work, Hand Embroidery, Cloth Dyeing, Weaving, Pithora Painting and Warli Painting, Puppet Making & any other) manufactured / developed by tribal Artisans in different districts of Gujarat State. The product catalogue should be developed based on the products / artifacts identified along with details of area specific history & background. The design of the catalogue shall be finalized in consultation with GTDC. Only after obtaining the GTDC's approval on the design & contents of catalogue, the agency shall initiate the printing work of product catalogue. The product catalogue shall be created in three languages (Gujarati, English & Hindi). The product catalogue should be in the form of hardbound coffee-table book in four colour. The selected agency shall submit hardcopies & softcopies along with the editable versions of product catalogue for all languages to GTDC. The coffee-table with required product information shall include following:
 - a. The book has to be Hard bound

- b. The quality of the paper used has to be at least 170 gsm art card matt finishes.
 - c. No. of Coffee Table Book: 1500 books (Quantity may vary, as per the future requirements) (500 nos. each for Gujarati, English & Hindi)
 - d. Approx. Size of Page: 9.5 Inch – 12 Inch (with hard bound) - Size may vary by 10-15% at the time of finalization
4. Creation of Audio video clip: Agency needs to take the Videos of the artisans across the State along with their products. Agency needs to make some testimonials of the artisans who are surveyed:
- ▶ Duration of Video: at-most 5 mins
 - ▶ Languages: Video with Audio narration in English, Gujarati & Hindi
- The agency has to prepare a video & arrange the demo of video & shall finalize the video in consultation & approval of GTDC.
32. The agency shall submit the scripts for the films and the text/pictures for the coffee table book to this office and shall commence the production only after approval of the office.
33. The agency at the time of submitting their bill/s will have to provide the original artwork/CD/Positives, etc. The same would be considered to be the property of GTDC. Further, the material developed by the agency will not be utilized by the agency without obtaining written permission of GTDC.
34. THE BIDDER will not subcontract or permit anyone other than THE BIDDER personnel to perform any of the work, services or other performance required of THE BIDDER under this Agreement without the prior written consent of GTDC.
35. During the performance of the contract, if the person(s) of THE BIDDER meet with any accident which results into the death or injuries to the person(s) of THE BIDDER or any damage made to the Third party and any claim or legal penalties arise out of it will be responsibility of THE BIDDER only. GTDC will not be responsible in any way.
36. THE BIDDER has to adhere all the statutory requirement of Government.
37. The jurisdiction of any dispute will be Gandhinagar

SECTION I

Bid Processing Fees & Earnest Money Deposit Details

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft / Bank Guarantee No.
1	Bid Processing Fees	3000		
2	Earnest Money Deposit (E.M.D.)	100,000		

Bidders organization Details:

Sr. No.	Particulars	Details of Bidders
1	Bidders organization Name	
2	Date of Incorporation and / or commencement of business	
3	Certificate of incorporation	
4	Brief description of the Bidder including details of its mainline of business	
5	Website URL	
6	Particulars of the Authorized Signatory of the Bidder:	
	Name	
	Designation	
	Address	
	Phone Number (Landline)	
	Mobile Number	
	Fax Number	
	Email Address Signature and Seal of Company	

ELIGIBILITY CRITERIA

Sr. No.	Eligibility Criteria	Document Submitted (Yes / No)	Remarks
1	The Bidder submitting the offers should be a Registered Company/proprietorship/partnership firm/ NGOs/AOP in India and should have been in existence for a period of at least 5 years as of 31.03.2019.		
2	The bidder should have an average annual turnover/receipts of <u>Rs. 25 Lakhs (Minimum)</u> in last three financial years. The copies of Audited Annual Accounts shall be attached along with the bid along with certificate of C.A. (Form no. E-1).		
3	The bidder Agency / organization should have prominent presence and experience in working in the Tribal Areas and working with tribal people with experience in conducting and completing three (3) surveys of sample size of at-least 10000 records in any social sector in India during the last 5 years as of 31.03.2019. The copy work awarded and / or work completion certificate shall be submitted (Form No. E-2)		
4	The bidder should have successfully completed atleast one (1) similar nature of work with any Government agency / Semi Government/PSU in India during last 5 years as on date of submission of bid and proof of the same to be furnished. The copy work awarded and / or work completion certificate shall be submitted (Form no. E-3).		
5	The bidder should have atleast one (1) office in the State of Gujarat. Please attach atleast any of the Two (2) documentary evidence (copy of Rent Agreement/ Property tax bill/Electricity Bill/Telephone Bill/ GST Registration/Lease agreement). (Form no. E-4).		
6	Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat or any of the PSU in the state of Gujarat or any Government Agency/semi Government/ PSU located in any place in India at the time of bidding. (Certificate / affidavit mentioning that the Bidder is not blacklisted by Government of Gujarat or any of the PSUs in the state of Gujarat and Government Agency / semi Government/ PSU located in any place in India due to engagement in any corrupt and fraudulent practices).		

Form no. E1: Financial strength of the bidder

Financial Year	Turnover (Rs. In Crores)	Audited Accounts uploaded? (Yes/No)

Form No. E2: Experience Details (Customer References)

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of implementation	No. of delivery	Type of Supporting Document attached

Note: Please fill this form and upload the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the bid. You may add the customer references by adding multiple rows which may be added by “NUMBER OF ROWS TO ADD”.

Form No. E3: Experience Details (Customer References)

Sr. No.	Name of the Organization	Contact Person	Contact telephone no. & Address	Date/Period of implementation	No. of delivery	Type of Supporting Document attached

Note: Please fill this form and upload the supporting documents for each customer reference in scanned format. Failing the same may lead to the rejection of the bid. You may add the customer references by adding multiple rows which may be added by “NUMBER OF ROWS TO ADD”.

Form no. E4: Office in GUJARAT

Sr. No.	Address	Contact Person	Contact nos.	Type of supporting document attached
1				
2				

Note: You may mention more than one office (if applicable) by adding multiple rows which may be added by “NUMBER OF ROWS TO ADD”.

Form no. F1 – FINANCIAL BID FORMAT

Sr. No.	Item Description	Quantity	Unit rate without Taxes (in Rs.)	Total Rate without Taxes (in Rs.)	Rate of GST (%)
1	Survey & registration of Artisans (As per the scope of activities mentioned in this document)	100,000			
2	Creation of Product Catalogue (500 for each Gujarati, English & Hindi)	1500			
3	Creation of Video for Testimonials of Artisans and their products with Audio narration in English, Gujarati & Hindi	1			
	Grand Total (In Rs.)				

Note:

1. Sum total of all the line items i.e. 'Grand Total' from above table will be considered for L1 evaluation.
2. The quantity mentioned in the above table is indicative and for evaluation purpose only. The quantity may increase or decrease at the time of awarding the work. The payment will be made on actual quantity.
3. GTDC may place order of all or any quantities from the above mentioned table, as per the requirement.

Performa of Compliance letter/Authenticity of Information Provided

(On Non judicial Stamp paper of Rs. 100 duly attested by the First class Magistrate/Notary Public)

Date:

To,
Executive Director
Gujarat Tribal Development Corporation
Birsamunda Bhavan, Sector 10-A, Gandhinagar, Gujarat

Sub: Compliance with the tender terms and conditions and Eligibility Criteria.

Ref: Tender for selection of agency for carrying out survey, identification and registration of Artisans living in tribal areas and their marketable Products in different districts of Gujarat State and creation of product catalogue

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We wish to inform you that we have read and understood the total requirement of the above mentioned bid submitted by us on XX.XX.2019 & shall comply with the scope, terms, conditions & other provisions of the above referred RFP.

In case of breach of any tender terms and conditions or deviation from bid other than already specified as mentioned above, the decision of GTDC Tender Committee for disqualification will be accepted by us.

Thanking you,

For <Name of the bidder>>

<<Authorized Signatory>>

<<Stamp of the bidder>>

Note: This form should be signed by authorized signatory of bidder
Annexure A

Format of Earnest Money Deposit in the form of Bank Guarantee

Ref:

Bank Guarantee No.

Date:

To,

Executive Director

Gujarat Tribal Development Corporation

Gujarat Tribal Development Corporation

Birsa Munda Bhavan, Sector 10-A, Gandhinagar, Gujarat

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender for selection of agency for selection of agency for survey, identification and registration of Tribal Artisans and their Products / Artifacts in different districts of Gujarat State and creation of Product Catalogue by these presents that WE ----- having our registered office at ----- (hereinafter called "the Bank") are bound unto the _____, Gujarat Tribal Development Corporation in the sum of ----- for which payment well and truly to be made to Gujarat Tribal Development Corporation, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ----- day of ----- 2019.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:
 - a. if a Bidder withdraws its bid during the period of bid validity
 - b. Does not accept the correction of errors made in the tender document;
 - c. In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Contract as mentioned above within the time limit stipulated by GTDC or
 - (ii) To furnish performance bank guarantee as mentioned above or
 - (iii) If the bidder is found to be involved in fraudulent practices.
 - (iv) If the bidder fails to submit the acceptance of work order & thereof.

We undertake to pay to the GTDC up to the above amount upon receipt of its first written demand, without GTDC having to substantiate its demand, provided that in its demand GTDC will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to the validity of selection 180 days. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER discharges this guarantee

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of

omission or commission on the part of the OWNER or any other indulgence shown by the OWNER or by any other matter or things.

The Bank also agree that the OWNER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the vendor and not withstanding any security or other guarantee that the OWNER may have in relation to the vendor's liabilities.

Dated at _____ on this _____ day of _____ 2019.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks (operating in India having branch at Ahmedabad/Gandhinagar) as per the G.R. no. EMD/10/2018/18/DMO dated 16.04.2018 issued by Finance Department or further instruction issued by Finance department time to time.

**Proforma of Contract-cum-Equipment
Performance Bank Guarantee**
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the Purchaser/Indenter

Dear Sir,

In consideration of **Name & Address of the Company/Indenter, Government of Gujarat, Gandhinagar** (hereinafter referred to as the GTDC which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s. _____ having Principal Office at _____ (hereinafter referred to as the "Vendor" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of _____ by issue of Work Order's time to time by Gujarat Tribal Development Corporation, Gandhinagar and the same having been accepted by the vendor resulting into Rate CONTRACT for **Surveys of Artisan** as mentioned in the said work order's and the **Agency** having agreed to provide a Rate Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the GTDC, _____ having Head Office at _____ (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs. <<<>>> to the GTDC on demand at any time up to _____ without a reference to the vendor. Any such demand made by the GTDC on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the GTDC and further agrees that the guarantee herein contained shall continue to be enforceable till the GTDC discharges this guarantee. GTDC shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the **Agency** of the aforementioned CONTRACT. The GTDC shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the **Agency**, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the GTDC and the vendor or any other course of or remedy or security available to the GTDC.

The Bank shall not be released of its obligations under these presents by any exercise by the GTDC of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the GTDC or any other indulgence shown by the GTDC or by any other matter or things.

The Bank also agree that the GTDC at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the vendor and not withstanding any security or other guarantee that the GTDC may have in relation to the **Agency's** liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the vendor on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____ 2019.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks

All Nationalized Bank including the public sector bank or Private Sector Banks or banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2016/328/DMO dated 01.05.2017 issued by Finance Department or further instruction issued by Finance department time to time

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____, 2019 Between GTDC of Gujarat, India hereinafter "the Purchaser" of the one part and _____ (*Name of Supplier*) of _____ (*City and Country of Supplier*) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., Survey, identification and registration of Tribal Artisans and their Products / Artifacts in different districts of Gujarat State and creation of Product Catalogue and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ (*Contract Price in Words and Figures*) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

in the presence of _____

Signed, Sealed and Delivered by the

Said _____ (For the Supplier)

in the presence of _____