

Price Rs.500/-

JAIPUR METRO RAIL CORPORATION LTD.

RFPNo.F-1(18)/JMRC/DCA/ADMN/Store/StationeryPrinting/2014-15/9

Dated: 29.01.2015

**RFP FOR RATE CONTRACT FOR SUPPLY OF PRINTED
CORPORATE STATIONERY & PUBLICITY MATERIAL**

BID APPLICATION FORM



JAIPUR METRO

Jaipur Metro Rail Corporation Ltd.
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur -302005
Website: www.jaipurmetrorail.in
Email: jmrc.revenue@gmail.com
CIN: U60221RJ2010SGC030630

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DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement or an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Work and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

CHECK LIST OF DOCUMENTS TO BE ENCLOSED

(All Annexures and enclosed documents should be signed on all pages.)

Envelope A. LIST OF DOCUMENTS TO BE ENCLOSED AS TECHNICAL BID

Proposal will contain the following documents :		Whether enclosed
1.	All pages of RFP Document with corrigendum & addendum if any, duly signed on each page by the Authorised Signatory of the Bidder Organisation (excluding Annexures of this RFP)	Yes/No
2.	Declaration of acceptance of Terms & Conditions of the GCC & Request for Proposal (RFP), duly filled & signed in the format at Annexure-I.	Yes/No
3.	Bidder's Profile, duly filled & signed (Annexure – II)	Yes/No
4.	Format of Contract Agreement, duly signed on each page (Annexure III)	Yes/No
5.	Power of attorney for signing of application, duly signed and notarised, if applicable in the format at Annexure V	Yes/No
6.	Format of Bank Guarantee for Security Deposit at Annexure VII	Yes/No
7.	Eligibility Documents as per Clause 1.3	
7.1	Copy of Income Tax Registration (PAN)	Yes/No
7.2	Copy of Service Tax Registration	Yes/No
7.3	Copy of TIN /VAT/ CST Registration number	Yes/No
7.4	Self-declared certificate regarding not to be black listed, on bidder firm's letter head	Yes/No
7.5	Rent Agreement/ Telephone / Electricity/ Water connection bill etc. copy in the name of Bidder Firm (one year old)	Yes/No
7.6	Certificates of satisfactory completion of supplies of similar nature of at least Rs. 5 lakhs yearly in Government/Public Sector/ Reputed Private organizations in any one year of last 3 financial years.	Yes/No
7.7	Audited Profit and Loss A/c and Balance Sheet certified by a Chartered Accountant/ Income Tax Returns (ITR), indicating the required turnover during last five years.	Yes/No
8.	Proof of payment of Bid Document Cost, if prescribed form	Yes/No
9.	EMD in prescribed form (If BG, then in format at Annexure VI)	Yes/ No

Envelope B. LIST OF DOCUMENTS TO BE ENCLOSED AS FINANCIAL BID

Proposal will contain the following documents :	Whether enclosed
Annexure – VI: Financial Bid duly filled and signed	Yes/No

Important: Please note that the rates quoted should be mentioned in the Financial Bid only and not on any other page of the RFP Document.

1. NOTICE INVITING BIDS

1.1 INTRODUCTION

- i. Jaipur Metro Rail Corporation Limited (JMRC) is a Government of Rajasthan Undertaking and incorporated under the Companies Act, 1956, having its registered office at Khanij Bhawan, Behind Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur (Rajasthan)-302005 with the mission of providing a safe, green, comfortable and fast mass rapid urban transit system to the capital city of Rajasthan.
- ii. JMRC invites sealed Bids from reputed, well established and financially sound Agencies/ firms involved in the business of printing stationery and binding for supply of printed corporate stationery & publicity material. **The rate contract would on the piece-rate basis for a period of 1 year (extendable upto 2 years)**, in accordance with details mentioned in the Schedule of Requirement, as part of this RFP.

1.2 SCHEDULE TO THE INVITATION OF RFP:

S. No.	Item	Particulars
i.	RFP No & date of Issue	RFP No. F-1(18)/JMRC/DCA/ADMN/Store/Stationery Printing/2014-15/9 Dated: 29.01.2015
ii.	Websites for downloading Tender Document and subsequent clarification/ modification, if any	www.jaipurmetrorail.in www.sppp.rajasthan.gov.in
iii.	Estimated Cost	Rs.20,00,000/-
iv.	Cost of Bid Document (Non - Refundable)	Rs. 500/-
v.	Earnest Money Deposit (EMD)	Rs. 40,000/-
vi.	Pre-bid Conference #	11.00 hrs. Of 09.02.2015 at JMRC Conference Hall, 3 rd Floor, Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur
vii.	Last Time and Date for Submission of Queries	17:00 hrs of 10.02.2015
viii.	Last Date for Replies to Queries	12.02.2015
ix.	Last time and date of downloading of Bid Document including clarifications/ amendments, if any.	12:00 hrs of 18. 02.2015
x.	Last time and date of Bid	15:00 hrs. of 18.02.2015

	submission	
xi.	Time and date for opening of Technical Bid***	15.30 Hrs. on Dt 18.02.2015 (in Conference hall of JMRC)
xii.	Time and date for opening of Financial Bid of Technically qualified bidders	Subsequent to Technical Bid opening(Date to be intimated later to the Technically qualified bidders through e-mail/phone)
xiii.	Bid Validity	120 days from the last date of bid submission.

1.3 ELIGIBILITY CRITERIA OF BIDDERS:

S. No.	Eligibility Criteria	Documents required to substantiate the same
i.	The bidder firm should be in existence at least for last three years excluding the current financial year i.e. should be registered on or before 31.03.2011& should be engaged in business of printing & related supplies.	a. Registration certification of the firm / Partnership deed / Certificate of incorporation etc. as applicable b. Articles of Association & Memorandum of Association (if applicable) c. Income Tax Registration (PAN) d. Service Tax Registration number (if applicable) e. TIN/VAT/ CST Registration number
ii.	Bidder should neither be a black listed firm nor should its contracts been terminated /foreclosed by any company / department during the last 3 financial years due to non-fulfilment of Contractual obligations.	A self-declared certificate to this effect on bidder firm's letter head& signed by authorised signatory of the firm.
iii.	Either the Registered Office or the functional Branch Office of the bidder should be located in Jaipur since last one year.	A copy of the Rent Agreement/ Telephone / Electricity/ Water connection bill in the name of Bidder Firm which is older than one year. A copy of the same for current month should also be enclosed.
iv.	The bidder must have executed works of similar nature of at least Rs. 5 lakhs in Government/ Public Sector Undertaking / reputed private organizations in any one of last 3 financial years i.e., 2011-12, 2012-13 and 2013-14.	a. List of Important assignments completed. b. Self-Attested copies of orders received and executed with copies of order during the last three years. c. Certificates of satisfactory completion of these supplies mentioning the contract value/ amount paid, year of supply, issued by the authorised signatory of the client.
v.	The bidder firm's annual turnover should not be less than Rs. Twenty five Lakhs per year in any one of the last three financial years.	a. Audited Profit and Loss A/c and Balance Sheet certified by a Chartered Accountant OR b. Income Tax Returns (ITR), indicating the required turnover

Note:

- i Bid Application Form and subsequent clarifications on terms& conditions, if any, can be downloaded from JMRC website www.jaipurmetrorail.in or state public procurement portal www.sppp.raj.nic.in. Keep visiting these websites for any subsequent clarifications & modifications, as the same will be issued only through these websites.
- ii ***If due to any exigency, the date for opening of bids is declared as holiday, the auction process will be held on the next working day at the same time and place or on any other day/time, as intimated by the JMRC.
- iii #The venue of Pre-bid conference shall be intimated to all prospective bidders through JMRC website.
- iv JMRC does not have any agent / sub-agent for marketing. All prospective bidders are advised to be beware of frauds.

**Executive Director (Corporate Affairs)
Jaipur Metro Rail Corporation, Jaipur.**

2. DEFINITIONS

In this RFP, the following expressions shall have the meaning stated herein:

"**Addendum**" means any written amendment to this RFP, from time to time issued by JMRC to the Interested Parties;

"**Agency / contractor / Selected Bidder**" means the successful bidder engaged for conducting the Work as per the Schedule of Requirement defined in this document pursuant to the RFP Process.

"**Agreement**" or "**Contract Agreement**" means The Contract Agreement to be executed between JMRC and Selected Bidder, subsequent to the Letter of Award as per the format at Annexure- III;

"**Applicant(s) / Bidder(s)**" means interested Bidder(s) (or its Affiliate) submitting a Proposal pursuant to this RFP within the time prescribed for the purpose;

"**Authority**" means Jaipur Metro Rail Corporation;

"**Authorised Signatory**" of the Bidder shall mean the person with Bidder Authorisation.

"**Bid**" shall mean a valid, final and binding offer, which includes the Technical Documents and Financial Proposal(s), submitted by a Bidder in response to and on the terms and conditions contained in this Bid Document.

"**Bid Document**" shall mean this bid document, including all annexure attached hereto and any addenda issued in accordance with the terms hereof.

"**Corporation**" means Jaipur Metro Rail Corporation;

"**Jaipur Metro**" means Jaipur Metro Rail Corporation;

"**JMRC/JMRCL**" means Jaipur Metro Rail Corporation;

"**Letter of Award (LOA)**" means the Letter from Corporation to selected Agency conveying selection and outlining the terms and rates of Assignment.

3. INSTRUCTIONS TO BIDDERS

3.1 GENERAL INSTRUCTIONS

- i. JMRC's General Conditions of Contract (GCC) is part of this RFP Process and applicable to the Contract executed in pursuance of this RFP. Bidders are advised to carefully read the GCC uploaded on the JMRC website www.jaipurmetrorail.in.
- ii. By submitting the Proposal, the Applicant agrees to all the terms & conditions mentioned in the RFP and GCC.
- iii. The RFP and any addenda thereto, together with any further communications are issued for the purpose of inviting bids only. The Bidder shall not disclose any information contained in the documents or otherwise supplied in connection with this bid invitation to any third party except for the purpose of preparing his Bid. The Bidder shall maintain complete confidentiality till the Contract is awarded. In the event that such confidentiality is breached, the JMRC may reject the Bid.
- iv. The Bid shall be filled in blue/black ball pen only.
- v. Bidder shall not submit more than one Bid.
- vi. Bids should be forwarded by Bidders under their original letter head, furnishing details like complete postal & e-mail address and contact details of their office.
- vii. If any change/addition/deletion is made by the Bidder in the RFP document and if the same is detected at any stage even after the award of the Contract, full Earnest Money Deposit/Security Deposit will be forfeited and the contract will be terminated at the risk and cost of the Bidder.
- viii. Alterations or overwriting, if any, should be legible and signed by the bidder alongside such alterations or overwriting. However, whitener should not be used for any alterations.
- ix. The rates must be quoted both in words and figures in the Financial Bid. If there is any difference in words and figures, the amount quoted in words shall be considered.
- x. Bids submitted after the last time and date for depositing Bid, shall not be considered.
- xi. If some of the document/annexure(s) is/are missing, the Corporation has the right to reject the Bid as invalid Bid.
- xii. The proposal shall not contain any conditional discount offer. Bids containing such offers will be summarily rejected. Additional condition(s) from the bidder shall not be accepted.
- xiii. Any Bid not accompanied by valid Earnest Money Deposit and the cost towards Bid document, in acceptable form will be liable to be treated as being non-responsive.
- xiv. The entire Earnest Money Deposit is liable to be forfeited:
 - a. If the Bidder withdraws or amends or impairs or derogates from the Bid in any

respect within the period of validity of its Bid or any extension thereof;

- b. If the Selected Bidder does not accept the offer within the prescribed time;
- c. If any of the information submitted by a Bidder is found by JMRC to be materially untrue.
- d. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in Clause 4.10 of this Bid Document;
- e. In case of the Selected Bidder, if it fails within the specified time limit:
 - i. to sign the Contract Agreement; or
 - ii. to furnish the Security Deposit within the period prescribed herein; or
 - iii. to submit the Statutory Deposit prescribed herein.

The decision of JMRC in this respect shall be final and binding.

- xv. At any time prior to the deadline for submission of Bid, JMRC may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Bidding Document by the issuance of addenda/corrigenda.
- xvi. In order to afford the Bidders reasonable time for taking an addendum/corrigendum into account, or for any other reason, JMRC may, in its sole discretion, extend the Last time and date of Bid submission. It is the Bidder's responsibility to submit the completed Bid Document taking into account all addendum / corrigendum issued.
- xvii. JMRC may at its sole discretion and at any time during the processing of Bid, disqualify any bidder from the Bidding process if the bidder has :-
 - a. Submitted the Bid after the prescribed date and time of submission of bids.
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - c. If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.
 - d. Submitted Bid document, which is not accompanied by required documentation and Earnest Money Deposit (EMD) or is non-responsive.
 - e. Failed to provide clarifications/supplemental information related thereto, when sought.
 - f. Submitted more than one bid.
- xviii. JMRC, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - a. suspend and /or cancel the bidding Process and/ or amend and/ or supplement the bidding Process or modify the dates or other terms and conditions relating thereto;

- b. consult with any Bidder in order to receive clarification or further information;
 - c. retain any information and/ or evidence submitted to the JMRC by, on behalf of, and/ or in relation to any Bidder; and/ or
 - d. Independently verify, disqualify, reject and/ or accept any and all submission or other information and/ or evidence submitted by or on behalf of any Bidder.
- xix. It shall be deemed that by submitting the bid, the bidder agrees and release the JMRC, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and: or in connection herewith and waives any and all rights and:' or claims it may have in this respect, whether actual or contingent, whether present or future.
- xx. The JMRC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the Bid Document. Any such verification or lack of such verification by the JMRC shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the JMRC there under.

3.2 PRE-BID CONFERENCE

- i. For the purpose of affording bidders an opportunity to obtain clarifications and/or give suggestions with regard to this RFP and bid process, a pre-bid conference shall be held as per the schedule indicated in the Clause “Notice Inviting Bids.”
- ii. For post conference queries regarding this RFP, the following officer of JMRC may be contacted:
 - Joint General Manager (Revenue)
 - Jaipur Metro Rail Corporation Ltd.
 - Khanij Bhawan, Udyog Bhawan Premises,
 - Tilak Marg, C-Scheme, Jaipur
 - Tel. No.0141- 5192109.
 - Email: jmrc.revenue@gmail.com
- iii. Queries should be submitted through e-mail or in writing by the dates prescribed in Notice Inviting Proposal.
- iv. JMRC may issue clarification/amendments on its own or in response to queries. All clarifications and interpretations issued by the JMRC shall be deemed to be part of the Bid Document. Verbal clarifications and information given by JMRC or its employees or representatives shall not in any way or manner be binding on the JMRC.
- v. JMRC may or may not reply to queries at its discretion.

- vi. Queries / request for clarification submitted after the prescribed last date and time may not be taken into consideration.
- vii. Responses/ clarifications/ Addendum/ Corrigendum shall only be issued through uploading on JMRC’s website www.jaipurmetrorail.in and state public procurement website www.sppp.rajasthan.gov.in. Prospective bidders are advised to keep visiting this website for updates.
- viii. Requests for clarifications shall be furnished in the following format:

S. No.	RFP Clause Reference	RFP Annexure Reference	Query/ Clarification sought

- ix. The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

3.3 CORRESPONDENCE

For any clarification regarding the Proposal, the following officer of JMRC may be contacted:

Joint General Manager (Revenue)
 Jaipur Metro Rail Corporation Ltd.
 Khanij Bhawan, Udyog Bhawan Premises,
 Tilak Marg, C-Scheme, Jaipur
 Tel. No.0141- 5192109.
 Email: jmrc.revenue@gmail.com

3.4 COST OF TENDER / BID DOCUMENT

- i. The tender should be submitted in the prescribed tender form, which may be purchased for Rs. 500/- in form of Cash or DD/Banker Cheque of scheduled commercial bank(except regional rural banks and local area banks)drawn in favour of JMRC, payable at Jaipur. The cost of the Bid document is non-refundable.
- ii. Tender document may also be downloaded from JMRC's website: www.jaipurmetrorail.in OR www.sppp.rajasthan.gov.in. The printout of the downloaded tender document from the website shall be taken on A-4 size paper and the details are to be entered as per the requirement of the tender. The cost of the tender document downloaded from the website is required to be deposited by a separate DD/ Banker Cheque of Rs. 500/- or One Draft/Bankers Cheque can be given combining the EMD and

Cost of Bid document at the time of submission of tender failing which tender will be rejected.

3.5 EARNEST MONEY DEPOSIT (EMD)/ BID SECURITY

- i. Earnest Money in the form of Demand Draft/Bankers Cheque of Rs. _____/- drawn on any scheduled commercial bank (except regional rural banks and local area banks) in favour of Jaipur Metro Rail Corporation Ltd., payable at Jaipur, shall form part of the bid. The EMD can also be deposited in the form of bank guarantee (valid up to 120 days from last the date of bid submission) in the format enclosed at Annexure-VI from a scheduled commercial bank.
- ii. The EMD of unsuccessful Bidders will be discharged/ returned within 30 days after signing of the Contract Agreement with the successful Bidder or after the expiry of the validity of the offer (unless extended), whichever is earlier. No interest shall be paid on the EMD.
- iii. The EMD of successful Bidder shall be adjusted against Security Deposit or discharged/ returned after deposition of the Security Deposit, as the case may be.
- iv. If the successful Bidder(s) fails to deposit the required security or to execute the agreement within the specified period, such failure will be treated as a breach of the terms and conditions of the tender and will result in forfeiture of the Earnest Money, in part or in full, at the discretion of JMRC.

3.6 SUBMISSION OF PROPOSAL

The Proposal duly filled in and complete in all respects must be submitted in a sealed envelope at the JMRC office clearly marked as “**CONFIDENTIAL**” and “**RFP FOR RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL**”, addressed to:

Executive Director (Corporate Affairs),
Jaipur Metro Rail Corporation,
IIIrd floor, JMRC Office,
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur-302005.

and must be dropped in the Bid Box labelled for the purpose and kept at 3rd floor, JMRC Office at the address given above.

RFP No. and Date of opening of Technical Bid must also be endorsed on this envelope. Please also indicate on the cover itself the name, full address, telephone numbers and e-mail of the Contact Person of the bidder.

Bids received after last time and date will not be considered. Bids sent by FAX, post or e-mail will not be considered.

This sealed envelope should consist of **two separately sealed envelopes** containing the **Technical Bid** (Envelope A) marked clearly as “**Part: A- Technical Bid for rate contract for supply of printed stationery and publicity material**” and **Financial Bid** (Envelope B) marked clearly as “**Part: B- Financial Bid for rate contract for supply of printed stationery and publicity material**”. Name of the firm should also be written on both the envelopes.

a) Submission of Part-A : Technical Bid (Envelope A)

This Part should contain the Technical Bid consisting of **a copy of this ‘Request for Proposal’** with each page duly filled in and signed by the Bidder in acceptance of the terms and conditions therein, along with **all due annexures** as detailed below, all required **documents in support of eligibility, Bid Security and cost of tender document**, if downloaded or **receipt of payment of tender document cost**, if purchased.

The technical details should include all the documents as prescribed in **Envelope A** of check list.

b) Submission of Part-B : Financial Bid (Envelope B)

This Part should contain the Financial Bid in the prescribed Format as per Annexure-IV.

It is to be noted that VAT applicable as per the prevailing rates shall be indicated separately in the Financial Bid and shall be payable separately on actual basis.

3.7 EVALUATION OF BIDS

- i. The bids will be opened at the time; date and place as per schedule specified in the Notice Inviting Bids (Clause1) of this RFP in the presence of Bidders or their authorized representatives who choose to attend the opening of Bid. The bidders or their authorized representatives who are present to witness the Bid opening shall sign a register evidencing their attendance as a witness to the Bids opening process. In the event of the specified date of Bid opening being declared a holiday, the Bids will be opened on the next working day at the same time and place or on any other day/time, as intimated by the JMRC.
- ii. Only Technical Bids will be opened first and JMRC will evaluate technical Bids as per criteria set forth in this RFP document.
- iii. If clarifications are required to be necessary (for the proper evaluation of the proposal), JMRC may, at its discretion, ask for such clarification in writing and bidder shall be obliged to provide all such clarifications within the time specified by JMRC.
- iv. Financial Bids will remain unopened and will be held in the custody of the Bidding Authority until the time of opening of the Financial Bids. The time and date of opening of Financial Bid shall be communicated to technically qualified bidders through email/phone in case the Financial Bids are not opened on the same day as the Technical Bids. The technically qualified bidders may attend the opening of the Financial Bid, if they so desire.

- v. The Financial Bids of only those Bidders who clear the Technical evaluation stage will be evaluated. The bidders or their authorized representatives who are present to witness the Financial Bid opening shall sign a register evidencing their attendance as a witness to the Financial Bid opening process. In the event of the specified date of Financial Bid opening being declared a holiday, the Financial Bids will be opened on the next working day at the same time and place or on any other day/time, as intimated by the JMRC.
- vi. The Bidder whose Bid is responsive, complete and in accordance with the RFP Document and has been determined to be the most advantageous offer (L-1) to JMRC will be adjudged as successful Bidder. The Lowest Bid will be decided upon the lowest total price quoted by the Bidder in the Financial Bid Format given at Annexure IV.
- vii. The Bidders are required to spell out the rates of VAT as applicable as on date in the Financial Bid. If rates of VAT are changed by the government in the currency of the contract, the same shall be applicable.
- viii. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- ix. If the bid of the successful bidder is substantially below the Tendering Authority's estimate for the contract, the Tendering Authority may require the bidder to produce detailed price breakup to demonstrate the internal consistency and justification/reasonability of those prices. After evaluation of the price analysis, the Tendering Authority may require that the amount of the performance security be increased at the expense of the successful bidder to a level sufficient to protect the Tendering Authority against financial loss in the event of default of the successful bidder under the Contract. JMRC at its discretion may also reject such bids which are substantially low.
- x. Notwithstanding anything contained in the RFP Document, The Corporation reserves the right to:
 - accept any tender not necessarily lowest on reasonable ground and justification
 - reject any tender which doesn't fulfil requisite conditions as defined in the RFP.
 - reject all tenders and annul the bidding process without assigning any reason at any time before issuance of a letter of award without incurring any liability.

3.8 AWARD OF CONTRACT & PERFORMANCE SECURITY DEPOSIT

- i. The Successful Bidder shall be notified through a Letter of Award (LOA) sent through email to be confirmed in writing by Registered/Speed Post/ By hand that its Bid has been accepted.
- ii. Upon receipt of the 'LOA', the Successful Bidder shall return one copy of the LOA duly signed and unequivocally accepted and stamped by its authorized signatory within 7 days from the date of issue of Letter of Award.

- iii. The successful Bidder shall submit a Performance Security Deposit equal to 5% of contract Agreement Amount, in the form of Demand draft or Bank Guarantee from any scheduled bank (Annexure-VII) in favour of Jaipur Metro Rail Corporation Ltd within 7 days from the date of issue of LOA. The Performance Bank Guarantee (Security Deposit) should remain valid for a minimum period of 90 days beyond the date of completion of all contractual obligations of Agency i.e., up to 15 months from the date of LOA.
- iv. If the Bidder fails to deposit the required Performance Security Deposit or to execute the agreement within the specified period, such failure will be treated as a breach of the terms and conditions of the tender and will result in forfeiture of the Earnest Money, in part, or in full at the discretion of the Chairman and Managing Director, JMRC. This failure shall also result in cancellation of tender.
- v. An agreement on a non-judicial stamp paper of Rs. 100/- as per format at Annexure - III shall be executed within 10 days of issue of LOA. The original copy of the Agreement shall be retained by JMRC and the copy shall remain with Agency. The bidder shall pay the expenses of completing and stamping the agreement.
- vi. After completion of all contractual obligations, Performance Security Deposit shall be returned/ discharged to the successful Agency within 60 days.
- vii. In case, the contract is further extended beyond the existing period of contract, the Performance Security will have to be retained or to be extended to meet the requirement of validity of Performance Security valid up to the extended contract period enhanced by three months.
- viii. In case the contract period is extended with mutual consent beyond the initial period of one year, the Agency would be required to deposit new Performance Security in the form of Bank Guarantee or extend the existing Performance Bank Guarantee.

4. SPECIAL CONDITIONS OF CONTRACT (SCC)

4.1 GENERAL TERMS & CONDITIONS

- i. The GCC (General Conditions of Contract) of JMRC as available on JMRC website is applicable as a whole on this RFP process and the pursuant contract. However, wherever the provisions contained in this RFP are in conflict with the GCC, the provisions contained in the RFP shall prevail
- ii. The Agency shall be responsible for the proper transportation and packaging so as to avoid damage under normal conditions of transport and delivery of printed and/ or binded material in the good condition to JMRC.
- iii. The Agency shall not, create a sub-contract of any description with regard to the printing and/or binding job.
- iv. The Agency shall indemnify JMRC from/ against any claims made or damages suffered by JMRC by reason of any default on the part of the Agency in the due observance and performance of the provisions of any law which may be related to the purpose of this Agreement and to the area in which premises are located.
- v. **The JMRC will provide the samples for the various items wherever available and firm shall be bound to provide the proof of each item and get it approved from JMRC before final supply being made to JMRC.**
- vi. The JMRC logo used on printed and/ or binded material are the sole copyright of JMRC and should not be infringed upon for any commercial purposes **by the agency.**

4.2 DURATION OF CONTRACT

The contract shall begin immediately on acceptance of the Letter of Award (LOA) by the successful bidder. The initial time period of the contract shall be for one year, which shall be extendable for the next one year or part thereof (extended contract period), at the behest of JMRC, if required. Such extension would be on mutual agreement between JMRC and the Agency on the same rates and terms & conditions. Rate once approved shall remain fixed for entire duration of contract.

4.3 SCHEDULE OF REQUIREMENT

JMRC intends to procure the following printed materials on Rate contract basis.

S. No.	Particulars	Specifications	Unit	Estimated Quantity
1	Annual Report			
1.1	Annual Report	1. A-4 size booklet with glue/soft binding. 2. Each booklet may contain upto 60 pages printing (30 pages, both side) and cover page. 3. Cover page multicolour print & designing. 4. Inner pages in black & white print, 5. Paper of cover page will be 300 GSM with gloss lamination and paper of inner pages will be 130 GSM matt papers. 6. Provision of additional pages colored.	per booklet	500
1.2		Additional inner pages (black & white) in Annual report above 60 pages.	per side of page	3000
1.3		Additional inner pages(color printing) in Annual report	per side of page	1000
2	Office Stationery			
2.1	Notesheet Legal	Legal size, Green paper 70 GSM , both side print in black color, 100 sheet pack.	per pack of 100 sheet	500
2.2	Notesheet - A4	A4 size, Green paper 70 GSM , both side print in black color, 100 sheet pack.	per pack of 100 sheet pack	1000
2.3	Letterheads	JMRC letter head, single side print, double colors (Red & Black), 100 sheets pack, paper 90 GSM.	per pack of 100 sheet pack	100
2.4	File Cover	Sky Blue Color : 22" x 28"/2, with cloth pasting and 6 eyelet, 400 GS, File board	per file cover	1000
2.5	File Cover	Yellow Color : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM, File board	per file cover	2000
2.6	File Cover	Pink Color : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM, File board	per file cover	500
2.7	File Cover	Lavender Colour : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM, File board	per file cover	1000
2.8	Envelopes	A4 :Size 10" x 12" , 90 GSM paper, single side print , double colour print, cloth envelope, Black & Red screen print	per envelope	1000
2.9	Envelopes	F/s Size : 16" x 12" , 90 GSM single side print & double colour print, cloth envelope, Black & Red screen print	per envelope	1000
2.10	Envelopes	White Envelope: 11" x 5" , 90 GSM paper, single side print , double colour print, Black & Red screen print	per envelope	5000
2.11	Slip pad	Paper size A5 ,lined, Printed cover page 170 GSM ,multicolour spiral binding, with inner pages of 70 GSM, 80 pages	per slip pad	2000

RFP FOR RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL

2015

2.12	Plastic folders	Plastic Folders (Simple): Single side print in black colour	per folder	2000
2.13	Plastic Button folder	Plastic Button folders : Single side print in double (Red & Black) colour	per folder	1000
2.14	Printed form-Booklet	A4 , Single side print, black & white GSM 58, 100 pages , pages should be numbered and in 3 colours, Pakki book binding	per booklet	100
2.15	Printed form-Booklet	A5 Multicolour , GSM 58, 100 pages , pages should be numbered and in 2 colors(50 pages of each color) Pakki book binding	per booklet	100
2.16	Printed form-Booklet	Legal size: Single side print, GSM 58,100 pages, pages should be numbered and in 3 colours. Pakki book binding	per booklet	100
2.17	Registers	Legal Size white paper 70 GSM , both side lined, both pages counted to be 200 pages, with Gatta binding done, cover page printing, watermark of JMRC logo at top corner of each page.	per register	1000
2.18	Registers	Legal Size white paper 70 GSM , both side lined, both pages counted to be 400 pages, with Gatta binding done, cover page printing, watermark of JMRC logo at top corner of each page.	per register	800
3	Publicity Material			
3.1	Pamphlets A4	A4 Size, single side printed, multicolour , 170 GSM	per pamphlet	10000
3.2	Pamphlets A5	A5 size, both side printed , multicolour, 170 GSM	per pamphlet	2000
3.3	Pamphlets A5	A5 Size, single side printed , multicolour, 170 GSM	per pamphlet	20000
3.4	Multifold pamphlets	9.75" x 14" 170 GSM Art paper, multicolour both sides printing, Folding & creasing as per design A4 (8.27" * 11.69")	per pamphlet	5000
3.5	Printed Flex Material	Flex banners without frame with four eye lids		
		i) Normal quality of flex	per square feet	1200
		ii) Star quality of flex	per square feet	720
3.6	Printed Flex Material with frame	i) Normal quality of flex	per square feet	600
		ii) Star quality of flex	per square feet	480
3.7	Printed Flex Material with standee	i) Normal quality of flex	per square feet	180
		ii) Star quality of flex	per square feet	180
4	Miscellaneous Printed Material on Item Rate			
4.1	A4 Size Printed material (Minimum 100 pages)	A4, Black and White, paper quality 80 GSM, Super sunshine single side printing	per page	200000
4.2		A4, Black and White, paper quality 80 GSM, Super sunshine Double side printing	per side of the page	25000
4.3		A4, Multi colour, paper quality 80 GSM, single side printing	per page	20000
4.4		A4, Multi colour, paper quality 80 GSM, Double side printing	per side of the page	10000

4.5	A4 Cover Page	A4, Colour : Multi-colour print, Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/soft/glue binding	per cover page set (front and back)	2000
4.6	A5 size printed material (Minimum 100 pages)	A5,Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	100000
4.7		A5, Black and White, paper quality 80 GSM, Super sunshine Double side printing (Minimum 100 pages)	per side of the page	25000
4.8		A5, Multi colour, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	20000
4.9		A5, Multi colour, paper quality 80 GSM, double side printing (Minimum 100 pages)	per side of the page	10000
4.10	A5 Cover Page	A5,Multi colour print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	1500
4.11	Legal Size Printed Material	Legal size, Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	150000
4.12		Legal size, Black and White, paper quality 80 GSM, Super sunshine, double side printing	per side of the page	20000
4.13		Legal size, Multi colour, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	15000
4.14		Legal size, Multi colour, paper quality 80 GSM, double side printing (Minimum 100 pages)	per side of the page	4500
4.15	Legal Size Cover Page	Legal size, Multi colour print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	1800
4.16	A3 size printed material (Minimum 100 pages)	A3, Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	100000
4.17		A3,Black and White, paper quality 80 GSM, Super sunshine Double side printing (Minimum 100 pages)	per side of the page	20000
4.18		A3,Multi-color, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	15000
4.19		A3, Multi colour, paper quality 80 GSM, double side printing (Minimum 100 pages)	per side of the page	10000
4.20	A3 Cover Page	A3, Multi colour print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	2000

Note : The design shall be as per JMRC.

4.4 VARIATION CLAUSE

The quantity mentioned in the Schedule of requirement and Financial Bid Format is indicative for the purpose of evaluation and determination of rates. JMRC will have the right to increase or decrease the quantity specified in the Schedule of requirement on the same terms and conditions during the contract period/ extended contract period as per followings.

- i. At the time of issuance of LOA, JMRC will have the right to increase or decrease up to 20% of the quantity of material to be printed and/ or binded as specified in the

Schedule of requirement without any change in price quoted and other terms and conditions during the contract period/ extended contract period.

- ii. Subsequent to the issue of LOA, the Corporation shall be at liberty to place orders in parts or in full, for supplying the printed and/ or binded material during currency of contract **as per administrative requirements.**
- iii. Further, JMRC reserves the right to place repeat order(s) within the contract period, on the rates and conditions given in the contract, up to 50% of the value of the supplies of the original contract.

4.5 STATUTORY OBLIGATIONS

- i. Any type of statutory taxes applicable on supplies under this tender process (either in force at present or may be applicable in future by a competent order/notification) will be borne by the selected bidder and the Corporation would make no extra payment on this account. In case, the selected bidder fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the JMRC is put to any loss/obligation, monetary or otherwise, the JMRC will deduct the same from the monthly bills and or the Performance Security Deposit of the selected bidder, to the extent of the loss or obligation in monetary terms.

4.6 DELIVERY SCHEDULE

The Agency shall ensure that all the items required by JMRC are delivered to the desired location(s) as per the schedule given hereunder:

S. No.	Details	Delivery Schedule in Calendar Days
1.	First Lot - Sample	Within 10 working days of issue of Purchase Order
2.	First Lot-supply	Within 7 days of approval of sample**
3.	Subsequent lot supply	Within 7 days from the date of Purchase Order.

- ** Before supply of first lot of various items required, the Agency shall submit one sample of each item to JMRC for approval within ten days of issue of Purchase Order.

4.7 PAYMENT TERMS

- i. Though the contract, the rates to be approved pursuant to this tender process would be valid for one year, the Agency will raise bills in the name of "JMRC, Jaipur" after completion of satisfactory delivery of goods against each purchase order.
- ii. Payments due shall be made by the JMRC through crossed cheque issued in favour of the Agency or through RTGS.
- iii. Income Tax shall be deducted at Source (TDS) from the bill as per rules. Necessary certificate of Income Tax Deducted at Source (TDS) shall be issued to the Agency.
- iv. No amount of interest will be payable by the JMRC, in case of delay or on any other

reason.

- v. Any type of other statutory taxes applicable on supply under this contract process (either in force at present or may be applicable in future by a competent order/ notification and not quoted in Financial Bid) will be borne by the Agency and the Corporation would make no extra payment on this account.

4.8 FAILURE TO SUPPLY THE MATERIAL AS PER THE PURCHASE ORDER

The Agency shall supply the items as per the requirement of the Corporation spelt out in purchase order. Delay in supplies of these items in terms and conditions of this tender/ contract will be termed as default on the part of the agency/supplier and the Corporation shall be free to take action as under:

i. Liquidated Damages:

In case of any default of Agency, JMRC shall have the right to recover from the Agency Liquidated Damages which may be in addition to penalty as defined at (ii) below.

In the event of the Agency's failure to supply the goods as specified in this contract, the Corporation may, at its discretion, withhold any payment until the completion of the contract. The Corporation may also deduct from the Agency as agreed, liquidated damages amounting to the sum of 0.5% to of the contract price of the delayed/ undelivered stores/ supplies mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of total contract amount which may be in addition to Risk and Cost action as defined at (iii) below.

ii. Penalty for significant deficiencies in Supplies:

In case of significant deficiencies in Supplies causing adverse effect on the work or on the reputation of the Corporation, whole or part of the Performance Security Deposit will be confiscated, in addition to Liquidated Damages as defined in (i) above. Other penal action including debarring for a specified period/black listing may also be taken. JMRC also reserves the right to raise justifiable claims in the event of breach of contract or deficiency in service by the Agency.

iii. Risk and Cost:

In case of default, JMRC will have the right to get work executed from other agencies at the risk and cost of the agency. The cost difference between the alternative arrangements and tenderized value will be recovered from the agency along with other incidental charges. In case of execution of work through alternative sources and if price is lower, no benefit on this account will be passed on to the agency.

4.9 TERMINATION OF CONTRACT AGREEMENT

- i JMRC reserves the right to terminate/curtail the contract at any time after giving one week's notice to the Agency owing to deficiency in quality of goods supplied,

inordinate delay in supplies or any other breach of contract, in which case the value of the proper supplies made to date by the Agency will be paid for at the rates specified in the Agreement after making due deductions for liquidated damages and/or penalty for significant deficiencies in supplies. Notice in writing from the Corporation of such termination/curtailment and the reasons therefore shall be conclusive evidence thereof.

- ii JMRC reserves the right to terminate/curtail the contract at any time by giving 15 days' notice should, in JMRC's opinion, the cessation of work become necessary due to any reason not covered in clause (i) above, in which case the value of the supplies done to date by the Agency will be paid for in full at the rates specified in the Agreement. Notice in writing from the Corporation of such termination/curtailment and the reasons therefore, shall be conclusive evidence thereof.
- iii It is expressly agreed that the Agency's ability to provide supplies to a third party at a price more advantageous to itself or Agency's economic hardship shall not constitute a force majeure event.

4.10 FRAUD AND CORRUPT PRACTICES

- i. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively "**Prohibited Practices**") in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD and the Security Deposit, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder's Bid.
- ii. Without prejudice to the rights of the Authority under Clause 4.10 (i) hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, if the Bidder or Licensee Bank, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practice (as defined above) during the Selection Process, or after the issue of the LOA or the execution of the Contract Agreement, such Bidder or selected bidder shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Bidder or selected bidder, as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any such Prohibited Practice.
- iii. For the purposes of this Clause 4.10 the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process for this RFP;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process for this RFP ;
- (c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process for this RFP;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process for this RFP; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process for this RFP.

4.11 CONCILIATION, ARBITRATION & JURISDICTION

- i. In the event of dispute or difference arising between JMRC and the Agency, the same shall be discussed in the first instance between the representatives of the Agency and Executive Director (Corporate Affairs).
- ii. If the dispute is not settled amicably, the matter shall be addressed by the aggrieved party to the Authorized signatory of the other party within 21 days of arising of such a claim. If the issue is not resolved within 30 days of receipt of the claim by the respondent party, the aggrieved party shall refer the claim for Arbitration to Managing Director (MD) of JMRC within 10 days after the passage of this time. The MD, JMRC would appoint the Sole Arbitrator/a panel of Arbitrators of the dispute whose decision shall be final and binding on both the parties. Arbitration proceedings will be assumed to have commenced from the day a written and valid demand for arbitration is received by the MD, JMRC. The place of arbitration will be Jaipur. Wherever applicable, the provisions of the Arbitration and Conciliation Act, 1996 shall apply.
- iii. The courts at Jaipur shall have exclusive jurisdiction over all matters arising out of this tender process or out of the Agreement pursuant to it or out of any arbitration hereunder.

4.12 FORCE MAJEURE

- i. Delay in performance or non-performance of any obligation contained herein shall be excused to the extent such failure or non-performance is caused by force majeure.
- ii. For purposes of this Bid and Contract Agreement to be signed in pursuance of this Bid process, ‘force majeure’ shall mean any cause or event preventing performance of an obligation under this Bid or Contract Agreement under this Bid, which is beyond the reasonable control of either party hereto, and which by the exercise of due diligence, could not have been avoided or overcome, including fire, flood, sabotage, shipwreck,

embargo, explosion, terrorist attack, labour trouble, accident, riot, acts of governmental authority (including acts based on laws or regulations now in existence as well as those enacted in the future), acts of God.

- iii. In the event of the Force-Majeure condition(s), either party shall have the option to cancel the contract for the reason of any or all of the Force-Majeure condition(s) notified as above. Further, the Authority shall not be liable to pay to the Bidder, any compensation towards financial implications arising due to Force Majeure.

It is expressly agreed that Agency's ability to provide supplies to a third party at a more advantageous price or Agency's economic hardship shall not constitute a *force majeure* event.

ANNEXURE – I

DECLARATION OF ACCEPTANCE OF TERMS & CONDITIONS OF THE RFP & GCC

I/We,, having my /our office

at.....
.....

....., agree to all the Terms & Conditions of both General Conditions of the Contract (GCC)

and of the Request For Proposal (RFP) No.

_____, dated_____ issued by

JMRC for RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL

Our offer will remain valid for 120 days from the last date of bid submission.

Date

Signature

Place

Name

Designation

Seal of Authorised Signatory

ANNEXURE – II

BIDDER'S PROFILE & BID FORM

1.	RFP No.	RFP No. F-1(18)/JMRC/DCA/ADMN/Store/Stationery Printing /2014-15/9 Dated: 29.01.2015	
2.	Name of the Bidder Firm		
3.	Status of the Bidder Firm	Proprietorship/ Partnership firm/ Registered Company	
4.	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Mobile No.	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
5.	Operating/ Branch Office (In Jaipur, if Registered office is situated out of Jaipur))	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Mobile No.	
		Fax Nos. (With STD Code)	
		E-mail ID	
		Website	
6.	Date of registration / incorporation and / or commencement of business		
7.	Service Tax Registration No.		
8.	TIN/VAT/CST No.		
9.	PAN Card No.		
10.	Name and designation of the Chief Executive of the firm		

	Address (With Pin Code)	
11.	Name and designation of the authority that is authorized to sign the Bid document	
	Address (With Pin Code)	
	Telephone Nos. (With STD Code)	
	Mobile No.	
	Fax Nos. (With STD Code)	
	E-mail ID	
12.	Name and designation of the Contact Person of the Bidder	
	Address (With Pin Code)	
	Telephone Nos. (With STD Code)	
	Mobile No.	
	Fax Nos. (With STD Code)	
	E-mail ID	

We hereby certify that all the information provided above is correct and true to the best of our knowledge.

Date

Signature

Place

Name

Designation

Seal of Authorised Signatory

ANNEXURE-III

FORMAT OF CONTRACT AGREEMENT

Subject: RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL

THIS AGREEMENT is made on this _____ day of _____ two thousand _____ between Jaipur Metro Rail Corporation Limited (JMRC), a Company incorporated under the provisions of the Companies Act, 1956, having its corporate office at Khanij Bhawan, Udyog Bhawan Premises, Tilak Marg, C-Scheme, Jaipur, hereinafter called the “ Corporation or JMRC” of the one part, represented by _____ (designation of representing officer), JMRC, Jaipur, (which term shall, unless excluded by or repugnant to the context, be deemed to include its heirs, representatives, successors and assignees.)

and

_____ represented by _____ of the other part, hereinafter called the “Agency” (which term shall, unless excluded by or repugnant to the context, be deemed to include its heirs, representatives, successors and assignees.)

;

NOW, THEREFORE, this indenture witnessed:

1. The following documents hereto shall be deemed to form an integral part of this Agreement:

- (i) The RFP Document (No. _____ dt. _____) in its entirety along with all its Annexures, Appendices, etc.
- (ii) Addendum and/or Corrigendum to the RFP Document the Bid Submitted if issued by the Corporation.
- (iii) The Letter of Award (LOA) issued by the Corporation in favour of the Agency.

2. Duration of contract

The contract shall begin immediately on acceptance of the Letter of Award (LOA) by the successful bidder. The initial time period of the contract shall be for one year, which shall be extendable for the next one year or part thereof (extended contract period), at the behest of JMRC, if required. Such extension would be on mutual agreement between JMRC and the Agency.

3. The mutual rights and obligations of the Corporation and the Agency shall be as set forth in the above documents, and in particular:
- a) The Agency shall provide the supplies as per the Schedule of requirement as specified in the RFP document and shall fulfil its obligations towards the Corporation specified therein in conformity with the time schedule stated therein. Further, the Agency shall provide the supplies and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment and methods. The Agency shall always act, in respect of any matter relating to this Agreement or to the Supplies, as a faithful SUPPLIES PROVIDER to the Corporation, and shall at all times support and safeguard the Corporation's legitimate interests in any dealings with Third Parties; and
 - b) The Corporation will make payments to the Agency in accordance with the rates mentioned in the Letter of Award & terms and conditions of the RFP.

In witness whereof, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.

Authorised Signatory

For Jaipur Metro Rail Corporation Ltd.

Authorised Signatory

For _____(Agency)

Witness:

- a) Name and Address
- b) Name and Address

Note: This agreement should be executed on non-judicial stamped paper, stamped in accordance with the Stamps Act.

ANNEXURE- IV

FINANCIAL BID

S. No.	Particulars	Specifications	Unit	Estimated Quantity	*Rate per unit (in Rs.)	Total Cost (in Rs.)
1	Annual Report					
1.1	Annual Report	1. A-4 size booklet with glue/soft binding. 2. Each booklet may contain upto 60 pages printing (30 pages, both side) and cover page. 3. Cover page multicolor print & designing. 4. Inner pages in black & white print, 5. Paper of cover page will be 300 GSM with gloss lamination and paper of inner pages will be 130 GSM matt papers. 6. Provision of additional pages colored.	per booklet	500		
1.2		Additional inner pages (black & white) in Annual report above 60 pages.	per side of page	3000		
1.3		Additional inner pages(color printing) in Annual report	per side of page	1000		
2	Office Stationery					
2.1	Notesheet Legal	Legal size, Green paper 70 GSM , both side print in black color, 100 sheet pack.	per pack of 100 sheet	500		
2.2	Notesheet - A4	A4 size, Green paper 70 GSM , both side print in black color, 100 sheet pack.	per pack of 100 sheet pack	1000		
2.3	Letterheads	JMRC letter head, single side print, double colors (Red & Black), 100 sheets pack, paper 90 GSM.	per pack of 100 sheet pack	100		
2.4	File Cover	Sky Blue Color : 22" x 28"/2, with cloth pasting and 6 eyelet, 400 GSM, File board	per file cover	1000		
2.5	File Cover	Yellow Color : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM , File Board	per file cover	2000		
2.6	File Cover	Pink Color : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM , File board	per file cover	500		
2.7	File Cover	Lavender Color : 22"x 28"/2 with cloth pasting and 6 eyelet, 400 GSM, File board	per file cover	1000		

S. No.	Particulars	Specifications	Unit	Estimated Quantity	*Rate per unit (in Rs.)	Total Cost (in Rs.)
2.8	Envelopes	A4 :Size 10" x 12", 90 GSM paper, single side print , double color print, cloth envelope, Black & Red screen print	per envelope	1000		
2.9	Envelopes	F/s Size : 16" x 12" , 90 GSM single side print & double color print, cloth envelope, Black & Red screen print	per envelope	1000		
2.10	Envelopes	White Envelope: 11" x 5", 90 GSM paper, single side print , double color print, Black & Red screen print	per envelope	5000		
2.11	Slip pad	Paper size A5 ,lined, Printed cover page 170 GSM ,multicolor spiral binding, with inner pages of 70 GSM, 80 pages	per slip pad	2000		
2.12	Plastic folders	Plastic Folders (Simple): Single side print in black color	per folder	2000		
2.13	Plastic Button folder	Plastic Button folders : Single side print in double (Red & Black) color	per folder	1000		
2.14	Printed form-Booklet	A4 , Single side print, black & white GSM 58, 100 pages , pages should be numbered and in 3 colors, Pakki book binding	per booklet	100		
2.15	Printed form-Booklet	A5 Multicolor , GSM 58, 100 pages , pages should be numbered and in 2 colors(50 pages of each color) Pakki book binding	per booklet	100		
2.16	Printed form-Booklet	Legal size: Single side print, GSM 58,100 pages, pages should be numbered and in 3 colors. Pakki book binding	per booklet	100		
2.17	Registers	Legal Size white paper 70 GSM , both side lined, both pages counted to be 200 pages, with Gatta binding done, cover page printing, watermark of JMRC logo at top corner of each page.	per register	1000		
2.18	Registers	Legal Size white paper 70 GSM , both side lined, both pages counted to be 400 pages, with Gatta binding done, cover page printing, watermark of JMRC logo at top corner of each page.	per register	800		
3	Publicity Material					
3.1	Pamphlets A4	A4 Size, single side printed, multicolor , 170 GSM	per pamphlet	10000		
3.2	Pamphlets A5	A5 size, both side printed , multicolor, 170 GSM	per pamphlet	2000		
3.3	Pamphlets A5	A5 Size, single side printed , multicolor, 170 GSM	per pamphlet	20000		

S. No.	Particulars	Specifications	Unit	Estimated Quantity	*Rate per unit (in Rs.)	Total Cost (in Rs.)
3.4	Multifold pamphlets	9.75" x 14" 170 GSM Art paper, multicolor both sides printing, Folding & creasing as per design A4 (8.27" * 11.69")	per pamphlet	5000		
3.5	Printed Flex Material	Flex banners without frame with four eye lids				
		i) Normal quality of flex	per square feet	1200		
		ii) Star quality of flex	per square feet	720		
3.6	Printed Flex Material with frame	i) Normal quality of flex	per square feet	600		
		ii) Star quality of flex	per square feet	480		
3.7	Printed Flex Material with standee	i) Normal quality of flex	per square feet	180		
		ii) Star quality of flex	per square feet	180		
4	Miscellaneous Printed Material on Item Rate					
4.1	A4 Size Printed material (Minimum 100 pages)	A4, Black and White, paper quality 80 GSM, Super sunshine single side printing	per page	200000		
4.2		A4, Black and White, paper quality 80 GSM, Super sunshine Double side printing	per side of the page	25000		
4.3		A4, Multi color, paper quality 80 GSM, single side printing	per page	20000		
4.4		A4, Multi color, paper quality 80 GSM, Double side printing	per side of the page	10000		
4.5	A4 Cover Page	A4, Colour : Multi colour print, Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with Pin/soft/glue binding	per cover page set (front and back)	2000		
4.6	A5 size printed material (Minimum 100 pages)	A5,Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	100000		
4.7		A5, Black and White, paper quality 80 GSM, Super sunshine Double side printing (Minimum 100 pages)	per side of the page	25000		
4.8		A5, Multi color, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	20000		
4.9		A5, Multi color, paper quality 80 GSM, double side printing (Minimum 100 pages)	per side of the page	10000		
4.10	A5 Cover Page	A5,Multi color print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	1500		

S. No.	Particulars	Specifications	Unit	Estimated Quantity	*Rate per unit (in Rs.)	Total Cost (in Rs.)
4.11	Legal Size Printed Material	Legal size,Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	150000		
4.12		Legal size, Black and White, paper quality 80 GSM, Super sunshine, double side printing	per side of the page	20000		
4.13		Legal size, Multi color, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	15000		
4.14		Legal size, Multi color, paper quality 80 GSM, double side printing (Minimum 100 pages)	per side of the page	4500		
4.15	Legal Size Cover Page	Legal size, Multi colour print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	1800		
4.16	A3 size printed material (Minimum 100 pages)	A3, Black and White, paper quality 80 GSM, Super sunshine, single side printing	per page	100000		
4.17		A3,Black and White, paper quality 80 GSM, Super sunshine Double side printing (Minimum 100 pages)	per side of the page	20000		
4.18		A3,Multi-color, paper quality 80 GSM, single side printing (Minimum 100 pages)	per page	15000		
4.19		A3, Multi color, paper quality 80 GSM,double side printing (Minimum 100 pages)	per side of the page	10000		
4.20	A3 Cover Page	A3, Multi colour print , Paper quality – front and back cover on Art paper of 300 GSM Gloss laminated with pin/soft/glue binding	per cover page set (front and back)	2000		
Total Price (without tax)						
Applicable VAT in %			-----	Amount of Tax		
Total Price (including VAT)						
Total Price (including VAT)(In words)						

* The rates quoted above are FOR prices & delivery of finished goods shall be made by Agency at its own cost, for which no extra payment will be made by JMRC.

* The rates of VAT shall be payable as per prevailing rates.

**Signature of Authorised Signatory
(of Bidder)**

ANNEXURE-V

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF APPLICATION

Know all men by these presents, we,(name of the bidder firm), having our registered office at..... do hereby irrevocably constitute, nominate, appoint and authorise Mr./Ms.....son /daughter of Shri..... and presently residing at

....., who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for "RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL" including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 2015.

For..... (Signature, Name, Designation and Address)

Accepted (Signature, Name, Designation and Address of Attorney)

Witnesses: 1. 2.

- Note: 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. 2. This should be executed on non-judicial stamped paper, stamped in accordance with the stamp act.

ANNEXURE – VI

FORMAT OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(to be submitted by the bidder along with bid)

To,
Chairman and Managing Director,
Jaipur Metro Rail Corporation Limited (JMRC),
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme,
Jaipur-302005 (Raj).

Sir,

1. In accordance with your **RFP FOR RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL** vide RFP No.F-1(18)/JMRC/DCA/ADMN/Store/Stationery Printing/2014-15/9 dated: __.__.2015 M/s. (Name & full address of the firm) (hereinafter called the “Bidder”) hereby submits the Bank Guarantee to participate in the said tender as mentioned in the RFP document.

It is a condition in the RFP document that the Bidder has to deposit Earnest Money amounting to Rs._____/ - (Rupees _____ only) in respect to the tender, with Jaipur Metro Rail Corporation, Jaipur (hereinafter referred to as “JMRC”) by a Bank Guarantee from a Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till 30 days after the bid validity date (i.e.150 days from the **last** date of bid submission). It may be extended if required in concurrence with the bid validity.

And whereas the Bidder desires to furnish a Bank Guarantee for a sum Rs._____(Rupees _____ only) to the JMRC as earnest money deposit.

2. Now, therefore, we the (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at.....(Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the JMRC of the said guaranteed amount without any demur, reservation or recourse.
3. We, the aforesaid bank, further agree that the JMRC shall be the sole judge of as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the JMRC on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said RFP Document and the decision of the

JMRC that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the JMRC shall be final and binding on us.

4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the JMRC and it is further declared that it shall not be necessary for the JMRC to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the JMRC may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.
5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.
6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.
7. The right of the JMRC to recover the said amount of Rs._____/-(Rupees_____ only) from us in manner aforesaid will not be precluded/affected, even if, disputes have been raised by the said M/s.(Bidder)and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..
8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs._____/-(Rupees _____ only) and our guarantee shall remain in force till 30 days of the bid validity period i.e. 150 days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability there under.
9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by bidder may not be enforced in or by such court.
10. We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Place:

Date: (Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number:

Name of the Bank officer:

Designation:

Complete Postal address of Bank:

Telephone Numbers

Fax numbers

In presence of:

WITNESS (with full name, designation, address & official seal, if any)

(1)..... (2).....
.....
.....
.....
.....
.....
.....

Note:

- 1. This guarantee should be issued on non-judicial stamp paper, stamped in accordance with the Stamps Act.
- 2. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to JMRC at the following address:

Executive Director (Corporate Affairs)
Jaipur Metro Rail Corporation Ltd.
III Floor,
Khanij Bhawan, Udyog Bhawan Premises,
Tilak Marg, C-Scheme, Jaipur-302005.

ANNEXURE-VII

FORMAT OF BANK GUARANTEE FOR SECURITY DEPOSIT

(to be submitted by the successful bidder at the time of agreement)

In consideration of Jaipur Metro Rail Corporation Limited, Jaipur (hereinafter called JMRC) having agreed to exempt _____ (hereinafter called the Selected Bidder) from the demand of security deposit of Rs. _____ on production of Bank Guarantee for Rs. _____ for the due fulfillment by the Selected Bidder of the terms & conditions to be contained in a Contract Agreement for **PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL SUPPLIES** pursuant to the RFP No. _____ dated _____ issued by JMRC for **RATE CONTRACT FOR SUPPLY OF PRINTED CORPORATE STATIONERY & PUBLICITY MATERIAL** we, _____ (name of the Guaranteeing Bank, hereinafter referred to as "the Bank") at the request of _____ (Selected Bidder) do hereby undertake to pay to JMRC, JAIPUR, an amount not exceeding Rs. _____, against any loss or damage caused to or suffered by, or which could further be caused to or suffered by, JMRC, JAIPUR, _____ by reason of any breach by the Selected Bidder of any of the terms & conditions contained in the said Contract agreement or RFP, or against any penalty imposed by JMRC on the Selected Bidder on such grounds.

2. We _____ (name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from JMRC, JAIPUR, stating that the amount claimed is due by way of loss or damages caused to or suffered by or which could further be caused to or suffered by JMRC, JAIPUR or by way of penalty imposed on the Selected Bidder by JMRC, on account of breach by the Selected Bidder of any of the terms & conditions contained in the Contract Agreement or RFP or by reason of the Selected Bidder's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of JMRC, JAIPUR, in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.
3. We _____ (name of the Bank) undertake to pay to JMRC, JAIPUR, any money so demanded notwithstanding any disputes raised by the Selected Bidder in any suit or proceeding pending before any court or tribunal relating thereto, our liability under the present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our

liability for payment thereunder and the Selected Bidder shall have no claim against us for making such payment.

4. We _____ (name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of 15 months from date herein and further agree to extend the same from time to time so that it shall continue to be enforceable till all the dues of JMRC, JAIPUR, under or by virtue of the said agreement have either been fully paid and its claims satisfied or discharged, or till JMRC, JAIPUR, certifies that the terms & conditions of the Contract agreement and RFP have been fully and properly carried out by the Selected Bidder and accordingly discharges this guarantee.
5. We _____ (name of the Bank) further agree with JMRC, JAIPUR, that JMRC, JAIPUR, shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the Contract agreement and to forbear or enforce any of the terms & conditions relating to the Contract agreement or RFP and we shall not be relieved from our liability by reason of any such variation or for any forbearance, and /or any omission on the part of JMRC, JAIPUR, or any indulgence by JMRC, JAIPUR, to the Selected Bidder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Selected Bidder.
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by JMRC, JAIPUR.

Place:

Date: (Signature of the Bank Officer)

Rubber stamp of the bank

Authorized Power of Attorney Number:

.....

Name of the Bank officer:

.....

Designation:

.....

Complete Postal address of Bank:

.....

Telephone Numbers

.....

Fax numbers

Note: This guarantee should be issued on non-judicial stamp paper, stamped in accordance with the Stamps Act.