

**Request for Proposal  
for  
Selection of an agency for performing Civil Work  
at GFGNL Head Office.**

Reference No: GFG/DST/BharatNet/Civil Work at GFGNL Head office/263/2022/0145

Date: 15<sup>th</sup> March 2022



Gujarat Fibre Grid Network Limited (GFGNL)  
A Government of Gujarat Company  
Block No: 6, 5th Floor, Udyog Bhavan, Sector-11, Gandhinagar 382010

## Table of Contents

1. Invitation to Bids.....	3
2. Background and Objective:.....	4
3. Notice Inviting Proposal and important dates.....	4
4. Clarifications on the RFP.....	5
5. Proposal/Bid Submission & Evaluation.....	6
6. Sections Comprising Bids.....	7
7. Naming Convention for files.....	8
8. General Instructions to Bidders.....	9
9. Eligibility Criteria.....	10
10. Scope & Requirements.....	10
11. Delivery schedule.....	12
12. Penalty for default in delivery.....	12
13. Terms & Conditions:.....	12
14. Selection of bidder & Notification of Award / Work Order.....	13
15. Risk Purchase.....	13
16. Terms of payment.....	13
17. Taxes.....	14
18. Annexure – Bid formats Bid Document checklist.....	15
Annexure I: Cover Letter.....	16
Annexure II: Bidder Information Sheet.....	17
Annexure III: Self-declaration -Undertaking of not being barred by any State/ Central Government/PSU.....	18
Annexure IV: Format for Bank Guarantee for Earnest Money Deposit (EMD).....	19
Annexure V: Bank Guarantee for Performance Bank Guarantee (PBG).....	21
Annexure VI: Financial Bid Format.....	23

## 1. Invitation to Bids

- a. Gujarat Fibre Grid Network Limited (GFGNL) is inviting bids from the eligible bidders for “**Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office.** GFGNL intends to select the agency by inviting the proposals through Open Tender Process. Bidder shall upload their bids online at <https://gfgnl.nprocure.com>. Bids complete in all respects should be uploaded on or before the bid due date mentioned in the RFP document.
- b. The Bid Security and non-refundable bid processing fees in a separate sealed envelope super scribed with the bid document number to be submitted to GFGNL office before the last date of submission of bids as mentioned in the RFP document.
- c. Tender documents are available only in electronic format which Bidders can download free of cost from the website <https://dst.gujarat.gov.in>, <https://bharatnet.gujarat.gov.in> and <https://gil.gujarat.gov.in>.
- d. The bids have been invited through e-tendering route i.e. the eligibility criteria and financial stages shall be submitted online on the website <https://gfgnl.nprocure.com>
- e. Bidders who wish to participate in this bid will have to register online on <https://gfgnl.nprocure.com>. 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.
- f. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Government of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.
- g. In case of any clarifications require, please email your queries as per the format prescribed in the [dgm-hra-gfgnl@bharatnet.gujarat.gov.in](mailto:dgm-hra-gfgnl@bharatnet.gujarat.gov.in), [pmc1@bharatnet.gujarat.gov.in](mailto:pmc1@bharatnet.gujarat.gov.in) and [mgr-proj@bharatnet.gujarat.gov.in](mailto:mgr-proj@bharatnet.gujarat.gov.in) on or before the date mentioned in the RFP document.
- h. Accessibility of Tender Document: The Tender Document to participate in e-Tender shall be available for downloading from <https://gfgnl.nprocure.com>. The Tender document shall not be available for download on or after its submission/ closing date as mentioned in the RFP document.

### **Note:**

- a. Bidders who wish to participate in this bid will have to register on <https://gfgnl.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.
- b. In case the bidders need any support related to electronic bidding on <https://gfgnl.nprocure.com>

### **(n)Code Solutions - A division of GNFC Ltd.**

(n)Procure Cell,

403, GNFC Info tower, S.G. Road,  
Bodakdev, Ahmedabad – 380054 (Gujarat)

**Fax:** 079 – 4000 7533 **E-mail:** [nprocure@ncode.in](mailto:nprocure@ncode.in); [nprocuregift@ncode.in](mailto:nprocuregift@ncode.in)

Toll Free No: 1800 419 4632

## 2. Background and Objective:

The Gujarat Government has setup a Special Purpose Vehicle (SPV) namely “Gujarat Fibre Grid Network Limited” (GFGNL) to implement Phase-II of BharatNet Project in Gujarat. This SPV has been created to synergize with the efforts of Government of India under the National Optical Fiber Network and Digital India initiative and make focused efforts to actualize a state-to-village fiber grid and to facilitate building common Government owned infrastructure to provide internet facilities to residents of State of Gujarat.

BBNL (Bharat Broadband Network Limited) is a Telecom infrastructure provider, set up by the government of India under Telecom department for the establishment, management and operation of National Optical Fibre Network to provide a minimum of 100 Mbps broadband connectivity all 250,000 Gram panchayats in the country, covering nearly 625,000 villages, to improve telecommunications in India and reach the campaign goal of Digital India.

The Gram Panchayats (GPs) to be connected under BharatNet Phase-II has been divided into two packages, each containing a group of GPs for convenience of implementation. As part of the scope a total of 7692 GPs spread over 22 districts shall be connected over the proposed fibre grid.

The GFGNL registered office is presently located at 8th floor, Block 1, Udhyog Bhavan, Sector 11, Gandhinagar, Gujarat 382010. Refer <https://bharatnet.gujarat.gov.in> for further information on operations of GFGNL.

GFGNL has implemented state of art technology systems like Network Management System (NMS), Geographic Information System (GIS), etc. to manage the Telecom infrastructure network created under BharatNet Phase II implementation. In view of the same, GFGNL wants to set up Network Operations Centre (NOC) at its registered office. The Network engineers and application management teams along with a dedicated helpdesk shall be seated in the proposed NOC for governing project operations.

In reference to above, proposals are invited from qualified firms engaged in performing civil and infrastructure works at Head Office, GFGNL, Gandhinagar. For details of scope of work refer to Scope & Requirements section in this document.

## 3. Notice Inviting Proposal and important dates

<b>Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office</b>	
<b>Name of the work</b>	
<b>Tender submission Cost</b>	Rs 1,500/- (Rs. One Thousand Five Hundred Only) In the form of Demand Draft in favor of “Gujarat Fibre Grid Network Limited” drawn on any scheduled bank and payable at Ahmedabad/Gandhinagar.
<b>EMD (bid Security / Security deposit)</b>	Rs. 22,500 /- (Rs. Twenty Two Thousand Five Hundred Only) Demand  Draft in favor of “Gujarat Fibre Grid Network Limited” drawn on any scheduled bank and payable at Ahmedabad/Gandhinagar OR EMD in the form of bank guarantee with validity of 180 days from the last date of bid submission in favor of “Gujarat Fibre Grid Network Limited” from <ul style="list-style-type: none"> <li>• All Nationalized banks including the Public sector banks - IDBI Ltd.</li> <li>• Private sector banks - AXIS Bank, ICICI Bank and HDFC Bank</li> </ul>
<b>Bid validity days</b>	90 days from the last date of submission of bids

<b>Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office</b>	
<b>Name of the work</b>	
<b>Issue OfTender</b>	The tender can be downloaded from website <a href="https://www.gfgnl.nprocure.com">https://www.gfgnl.nprocure.com</a> , <a href="http://bharatnet.gujarat.gov.in">http://bharatnet.gujarat.gov.in</a> , <a href="https://dst.gujarat.gov.in/">https://dst.gujarat.gov.in/</a> and <a href="https://gil.gujarat.gov.in/">https://gil.gujarat.gov.in/</a>
<b>Contract period</b>	Two (2) months (1 month of implementation period + 1 month of defect liability period) from the award of work
<b>Pre-Bid</b>	Pre-bid will be held on 23.03.2022 at 12:00 PM Gujarat Fibre Grid Network Limited (GFGNL), Block No:6, 5th Floor, Udyog Bhavan, Sector-11, Gandhinagar: 382010  Interested agencies can send their queries by 19.03.2022, 6:00 pm
<b>Proposal due date (last date of Tender submission)</b>	Tender should be submitted before 05.04.2022, 2:00 PM Bidder shall upload their bids on <a href="https://www.gfgnl.nprocure.com">https://www.gfgnl.nprocure.com</a>
<b>Opening OfTender</b>	Technical Qualification documents will be opened on 05.04.2022, 4:00 PM in the presence of bidders  Qualified bidders would subsequently be informed later about the date, time and venue for price bid opening.
<b>Contact persons (for any Clarifications)</b>	Chief Financial Officer (CFO), Gujarat Fibre Grid Network Limited (GFGNL), Block No: 6, 5th Floor, Udyog Bhavan, Sector-11, Gandhinagar: 382010

#### 4. Clarifications on the RFP

A prospective bidder requiring any clarification on the RFP Document may submit its queries, via email only, to [dgm-hra-gfgnl@bharatnet.gujarat.gov.in](mailto:dgm-hra-gfgnl@bharatnet.gujarat.gov.in), [pmc1@bharatnet.gujarat.gov.in](mailto:pmc1@bharatnet.gujarat.gov.in) and [mgr-proj@bharatnet.gujarat.gov.in](mailto:mgr-proj@bharatnet.gujarat.gov.in) on or before the last date of sending queries as mentioned in the RFP document

GFGNL will host a Pre-Bid meeting as mentioned for queries (if any) by prospective bidders. GFGNL encourages prospective bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their bid. The representatives of the bidders may visit the GFGNL office at their own cost for any clarification(s).

The queries should necessarily be submitted before bid submission date in the following softcopy format and **should be in Microsoft Excel only** (.xls or .xlsx formats):

<b>Request for Clarification</b>		
Name and Address of the Organization Submitting Request	Name and Position of Person Submitting Request	Contact Details of the Organization / Authorized Representative
Name: Address:	Name: Designation:	Tel: Mobile: Fax: Email:

Sr.	RFP Document Clause/ Section No.	Clause Title	Page No.	Content of the RFP Requiring Clarification	Clarification Sought

**(No PDF or Scanned images)**

Queries submitted post the above-mentioned deadline, or which do not adhere to the above-mentioned format may not be responded to. All the responses to the queries (clarifications / corrigendum) shall be made available on the website mentioned in the necessary instructions and shall not be communicated through print media.

During the Pre-bid session, prospective bidder(s) shall be facilitated to visit the actual site for in-depth understanding of the scope of work.

## 5. Proposal/Bid Submission & Evaluation

### a) Proposal preparation:

- i. The proposal should be short, concise & include all points indicated in the document.
- ii. The Proposal shall be typed or written in indelible ink and should be in English. Proposal in other language would not be accepted. The pages and volumes of each part of the Proposal shall be clearly numbered. The Proposal shall contain all the information required herein and references of previous submissions shall not be considered
- iii. The bidder shall submit price bid / offer in Indian Rupees and payment under this contract will be made in Indian Rupees only
- iv. The bidders shall bear all costs associated with the preparation and submission of their proposals.
- v. At any time before the submission of Proposals, GFGNL may amend this document by issuing an addendum/ cancel the process of procurement, which shall be binding on the bidders.
- vi. Arithmetic Errors Correction: Bidders are advised to exercise greatest care in entering the pricing figures. No excuse that mistakes have been made or requests for prices to be corrected will be entertained after the quotations are opened. Arithmetic errors, if any, in the price break-up format will be rectified on the following basis: -
  - If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected unless it is a lower figure. If the supplier does not accept the correction of errors, its bid will be rejected.
  - GFGNL may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or affect the relative ranking of any bidder

### b) Proposal Submission:

- i. Bids (Technical bid & Financial bid) shall be submitted online on <https://www.gfgnl.nprocure.com>.
- ii. The participating Bidders in the tender should register themselves on e-procurement portal, if not registered earlier.

- iii. The Bidders can login to e-procurement portal in secure mode only by signing through the Digital certificates.
- iv. The Bidders should scan and upload the respective documentary evidence as mentioned in Eligibility Criteria.
- v. As part of technical bid, bidders shall have to submit the detailed drawing along with exact measurements (JPEG/JPG/PNG/ PDF format A-4 paper size with landscape orientation) for the proposed work. The drawing should clearly show the proposed, seating area and other details with measurements. GFGNL shall evaluate the drawing submitted as part of technical evaluation basis which financial bids shall be opened. Non-Submission of the drawing of proposed work shall result in disqualification of bid. Any Deviation from the layout and measurement once submitted, without prior approval of GFGNL during the work execution may result in cancellation of work awarded.
- vi. The bidders shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- vii. The rates should be quoted in the financial bid format attached with the tender and upload online only.
- viii. Bidders are required to upload the Scanned copy of Bank Guarantee and Demand draft for EMD and Tender Fee respectively (as mentioned in this RFP) at online bidding portal. Further, original Bank Guarantee and Demand Draft for EMD and Tender Fee respectively, must be submitted in a sealed envelope mentioning “EMD and Tender fee” along with the detailed drawing of proposed work (colored) before due Date and Time for Submission of Bids as mentioned in RFP

c) Proposal Evaluation :

- i. The evaluation of the bid will be considered of only those bidders who
  - have furnished bid fee and security deposit of prescribed amount as per the tender
  - meet the eligibility criteria as mentioned in the RFP document and have furnished documentary proof in respect of the same
- ii. The bids of the non-conforming bidders to above shall be rejected without evaluation.
- iii. The proposal shall be evaluated in three (3) stages. In Stage – 1, EMD & DD shall be verified. Bidders whose EMD & DD are valid will be considered for Stage – 2. In Stage – 2, technical documents will be verified. Only those bidders who will be qualified in Stage – 1 & 2 will be eligible for Stage – 3 i.e. Financial evaluation.
- iv. The evaluation of proposals shall be on the principle of Lowest cost (L1) based on quoted rates as per the financials submitted as part of the bid.
- v. For financial evaluation, Price excluding Tax shall be taken into consideration
- vi. Agency/Bidder is required to furnish the commercial quote as mentioned under financial bid format. Revelation of commercial details other than the specified format shall lead to disqualification of the bid.
- vii. GFGNL reserves the right to discard bids, which are deviating from the specified formats mentioned in

the RFP.

- viii. GFGNL reserve the right to increase/decrease the scope of work or number of item to be supplied as mentioned in the request for proposal document at the time of award of work to the selected bidder.

## 6. Sections Comprising Bids

The proposal shall be submitted online and shall comprise of following sections:

### **Part-I: Bid Security**

- a. Bidders are required to upload the Scanned copy of Bank Guarantee and Demand draft as mentioned in Notice Inviting Proposal at online bidding portal. Further original Bank Guarantee and Demand Draft must be submitted in a sealed envelope mentioning “EMD and Tender fee” before due Date and Time for Submission of Bids as mentioned in “Invitation to Bids”.

### **Part-II: Technical Bid**

Pre-qualification bid must contain the following information in pdf format –

- a. Bid Document Checklist
- b. Bid Submission Cover Letter
- c. Bidder's information sheet
- d. Enclose copy of Certificate of Incorporation/ Registration Certificate of the firm/Shop and Establishment Act License
- e. Copy of Certificate from the CA clearly specifying the annual turnover for the specified years. (2018-2019, 2019-20 & 2020-21) if finally published results are not available, provisional turn over details with CA certificate
- f. Copy of Work order and Project completion certificate for work executed for at least one(1) project of value Rs.10,00,000/- or more, performing development and beautification of a site in the last five(5) years from the date of submission of the bid
- g. Copy of valid GST registration
- h. Copy of valid PANcard
- i. Undertaking by the bidder for not being barred by any State/Central Government/PSU
- j. Detailed drawing with measurements for the proposed work.

### **Part-III: Financial Bid**

The Financial Bid shall comprise of the following:

- a. Financial Bid

## 7. Naming Convention for files

The bidders need to strictly follow the below mentioned File Nomenclature rules while uploading the documents in the bidding portal.



For documents mentioned under Eligibility Criteria, the file naming should be: Eligibility Criteria\_[Document\_Name]

For example:

- Eligibility\_Criteria\_Copy\_of\_Certification\_of\_Incorporation
- Eligibility\_Criteria\_PAN\_Card
- Eligibility\_Criteria\_GST Registration
- Eligibility\_Criteria\_Financial\_Statement\_Turnover
- Eligibility\_Criteria\_WO Copy
- Eligibility\_Criteria\_Self\_Declaration\_Blacklisting

For the documents in Annexures, the file naming should be : Anx\_[S.no of Annexure]\_[Annexure Name]

For example:

- Anx\_I\_CoverLetter
- Anx\_II\_Bidder Information Sheet

In case of any large file (exceeding 3MB) which need to be split in two parts or more, the naming should be:

- Anx\_I\_CoverLetter\_Part\_1
- Anx\_I\_CoverLetter\_Part\_2

For any other file not covered under this, should be named appropriately as per its contents. All files should be in pdf formats and should not be password protected or encrypted. The files should not be zipped. Any other format of the file other than pdf shall not be considered as part of the submitted bid.

## 8. General Instructions to Bidders

- a) Bids received in any manner other than as prescribed above are liable to be rejected summarily
- b) The Competent Authority of the GFGNL reserves the right to annul all bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful bidder.
- c) The EMD of unsuccessful bidders will be returned by the GFGNL, without any interest, as promptly as possible on signing of contract with the selected bidder or when GFGNL cancels the bidding process.
- d) The Selected Bidder's EMD will be returned, without any interest, upon the Selected Bidder signing the Agreement and furnishing the performance guarantee in accordance with the provision thereof.
- e) The decision of GFGNL regarding forfeiture of the EMD and rejection of bid shall be final and shall not be called upon question under any circumstances.
- f) The EMD may be forfeited:
  - i. If a bidder withdraws their bid or increases their quoted prices during the period of bid validity or its extended period, if any; or
  - ii. In the case of a successful bidder, if the bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time
  - iii. During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily

delay the process of bid evaluation and finalization

- iv. During the bid process, if any information found wrong/manipulated/hidden in the bid
- g) The successful bidder who is awarded the Work Order shall be required to deposit a Performance bank guarantee @ 5% of the total value of the Work order in the form of Bank Guarantee from any scheduled bank in favor of "Gujarat Fibre Grid Network Limited, Gandhinagar (from all Nationalized banks including the Public sector banks - IDBI Ltd. Or Private sector banks - AXIS Bank, ICICI Bank and HDFC Bank) within 7 days of award of work, covering the period of contract and 180 days beyond the contract period. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/renewed by the successful agency/bidder. All incidental charges whatsoever such as premium, commission etc. with respect to the Bank Guarantee shall be borne by the successful bidder. Non-deposit of PBG within the stipulated time shall render the award of contract invalid at the discretion of GFGNL.
- h) The successful bidder shall sign a contract with GFGNL within 7 days of receipt of proforma contract from GFGNL; failing which their EMD and/or performance bank guarantee (PBG) shall be forfeited and GFGNL's decision to scrap the tender or negotiate with the second bidder (as per the final ranking) shall be binding on the first bidder.
- i) **Bidders will have to take measurements for Drawing at GFGNL, Head office, on date of Pre-bid Meeting. Any Bidder who remains absent at time of Pre-Bid, such bidders will not be allowed to take measurement on any other days and will be disqualified from Tender.**
- j) **EMD EXEMPTION:**
- Following categories of Sellers shall however, be exempted from furnishing EMD: i. Micro and Small Enterprises who are manufacturer of the Primary Product Category or Service Provider of the Primary Service Category and give specific confirmation to this effect at the time of bid submission and whose credentials are validated online through Udyam Registration and through uploaded supporting documents. ii. Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP). iii. KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar. iv. Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / RA has been invited. v. Sellers/ Service Provider having annual turnover of Rs 500 Crore or more. vi. Micro and Small Enterprises registered with NSIC for the Primary Product Category whose credentials are validated through NSIC database and through uploaded supporting documents. vii. Micro and Small Enterprises registered with DIC for the Primary Product Category whose credentials are validated through DIC database and through uploaded supporting documents. viii. Sellers/ Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents. ix. Central / State PSUs. x. Seller / Service Provider registered with designated Agency / Authority as specified in the bid document by the Buyer – such bidder shall have to upload scanned copy of relevant registration document in place of EMD document while bidding.

The Laws of Union of India shall govern any matter relating to the appointment of agency or the procedure for the appointment of agency. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Gandhinagar/ Ahmedabad. Any disputes arising after the signing of the agreement shall be resolved in the manner as mentioned in such agreement.

## 9. Eligibility Criteria

S No	Eligibility Criteria	Supporting Documents to be furnished
1.	The entity should be either registered as a Company under Companies Act 1956/ 2013 OR under Shop and Establishment Act OR as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be.	Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies OR copy of Shop and Establishment Act License OR a partnership deed duly registered under the Partnership Act
2.	The Bidder should have average annual turnover of Rs 20,00,000/- in the last three financial year (2018-19, 2019-2020 & 2020-2021)	Certificate from the CA clearly specifying the annual turnover for the specified years.
3.	The bidder should not have been barred from participating in any tender/ providing services/procurement process or supply of materials by an organization/department/office/ PSU/ board or corporation of either Government of India or any state government.	Refer format Annexure III
4.	The bidder should have a valid GST registration	Copy of valid GST registration Copy of valid PAN card
5.	The bidder should have completed at least one(1) project of value Rs 10 Lakh or more, performing development and beautification of a site in the last five(5) years from the date of submission of the bid.	Copy of Work order and Project completion certificate from Client

## 10. Scope & Requirements

The scope of services to be performed by the selected bidder at GFGNL Head office in Udyog Bhavan shall include the following:

- I. Providing and fixing of full height solid sandwich partitions using 50 x 50 mm aluminum pipe for framing (minimum grid size of 600 mm x 600 mm), 12mm ply (both sides) with 8 mm fix toughened glass with frosted film work, with 1mm laminates (as per selection) on both sides 3 mm x 3mm grooves and glass cutouts as per drawing, including teak wood beading patti etc. and all hardware items, groove (if shown) with all materials,

labour, lead and wastage, scaffolding etc. complete. And Finished with different materials, and complete the work satisfactorily as per instruction of architect or Engineer-in charge.

- II. Providing and fixing of 75 mm solid doors using 50 x 50 mm aluminum pipe for framing, 12mm ply (both sides) 50 mm teak wood beading patti at the periphery and framing etc. making of rebates and including all hardware items, mortise door lock with entire set including cylinder, heavy duty conceal door closer and groove (if shown) with all materials, labour, lead and wastage etc. complete. And Finished with different materials and complete the work with 1mm laminates, satisfactorily as per instruction of architect or Engineer-in charge.

**III. TABLE-2 (2.00 mt x 0.76 mt) FOR OFFICE**

Providing and fixing of table including side table and back storage as per drawings and instructions provided, using ply aluminum pipe for framing and finishing it with 12 or 6 MM CORIAN work including all cnc work, and 1mm unicorne laminate/ equivalent brand and 1mm laminate including all material, installation, m.s fabrication work with powder coating, glass work as per design, labour and hardware, nylon leveler foot rubber, waste of materials etc. and complete the work satisfactorily as per instruction of Architect or Engineer-in charge.

**IV) SINGLE BAY TABLE WITH MODESTY PANNEL (1.40 mt x 0.60 mt)**

Providing and fixing of single bay office table of size 1.40 x 0.60 mt and side storage with drawers and shutters of width 0.45 mt as per drawings, modesty panel or aluminium pipe for framing and finishing it with 1 mm unicorne laminate and 1mm laminate selected by the architect including all material, installation, m.s fabrication work with powder coating, labour and hardware, drawer channels, hinges, handles, keyboard trolley, cpu trolley, cable manager, cable trunking system etc waste of materials etc and complete the work satisfactorily as per instruction of architect or Engineer-in charge.

**V) LED DOWN LIGHT (10-18 watts, Surge-4KV)**

Supply and Installation of light & power accessories shall be of modular range of plate switch type and shall be of one manufacturer (brand) and type. Boxes for switch & outlet (light & power accessories) shall be of specific manufacture standard design. Cover Plates- Glossy white with white base Including Rj-45 socket- 2 nos, Rj-11 Socket-1 nos, Power Socket of two nos., Push to ON-off switches with Face Plate.

**VI) ELECTRIFICATION**

Supply and Installation of 1.5 Sq. mm, Single Core Flexible Cable, copper conductor, PVC insulated, PVC sheathed bearing ISI certification mark.

**VII) LAN CABLE**

Supply and Installation of cat 6 cable including termination D Link or equivalent Brand

- VIII)** The selected bidder shall have to procure four (4) additional units of Split AC of 1.5 TR BEE rating 3 Star & above With 5 years on site warranty of compressor unit and 1 year onsite warranty of whole unit Material Type of tube : Internally grooved copper Rated voltage : 230 V Single Phase with requisite pipping, wiring and electrical fittings.

## 11. Delivery schedule

The scope & requirements as specified in this document shall be completed within 30 days(Working Days) from the date of issue of the Work order to selected bidder at GFGNL office, 5th floor, Block 6, Udhog Bhawan, Sector 11, Gandhinagar, Gujarat.

## 12. Penalty for default in delivery

If the Bidder does not complete the said scope of work as per the above delivery schedule, or such authorized extension of delivery period as may be permitted in writing by GFGNL, GNGNL shall impose an exclusive penalty of Rs 5,000/- per day with a maximum capping of 10% of work order value, without prejudice to any other right or remedy available under work order.

In case of delay in compliance with the order beyond **4-week** time period (after completion of 30 days implementation time as per above) or subject to penalties reaching maximum capping value, GFGNL will have the right to cancel the order & terminate the contract.

## 13. Terms & Conditions:

Selected bidder shall perform scope of work at the premise selected by GFGNL in Gandhinagar, Gujarat.

1. Bidder is required to quote one price for each line item. Further, bidder is not allowed to change the quoted price during the contract tenure.
2. Bidder have to take care of all safety precaution while performing scope of work at site. GFGNL shall not be responsible for any damage caused to the structure by the selected bidder or to any staff deputed by the selected bidder at the site.
3. The rates quoted by the bidder shall include transportation, loading/unloading and labour charges for all scope of work mentioned in this RFP. No additional payment other than what has been quoted for in the tender shall be payable to the selected bidder under any circumstances.
4. The selected agency shall be responsible to liaison with Udhog Bhavan Society, body responsible for managing Udyog Bhavan and shall adhere to their rules & regulations not limited to lift timings, disposal of waste/debris, work timings, etc.
  - a. All debris should be collected and taken outside of Udyog Bhavan. Debris/ Waste material should not be dumped inside Udyog Bhavan campus for more than 1 day. If debris is found lying in Udyog Bhavan Compound, it may attract punitive action.
  - b. Lift should not be used to carry heavy material. Only designated lift to be used by vendor. Selected agency should not use any lift during office hours (morning 10:00 am to 12:00 noon & evening 5:00 pm to 7:00 pm). It should be cleared on regular basis post usage. If any damage is caused to the lift while transportation of goods, the selected agency shall be responsible for rectification & repair of the damage.
  - c. Any damage done to the lift will be responsibility of the vendor to rectify & repair.

- d. It is vendor's responsibility to keep the lift clean after usage.
5. Selected Bidder shall ensure that there is no loss or damage to the present property of GFGNL or at premise selected by GFGNL while executing the Contract. If any loss or damage caused to the Equipment's /structures/ material/ furniture on account of any negligence, commission or omission by the staff of the selected bidder, the selected bidder shall indemnify/pay/reimburse the loss suffered by the GFGNL.
6. The rate provided by the selected agency will be valid for 12 Months from the date of award of work.
7. All materials procured and installed under the said scope should be in name and shall become property of GFGNL.
8. GFGNL will align for acceptance of all work performed by selected bidder within 72 hours post offer of UAT by selected Bidder after completion of all the work included in scope of work of this RFP

#### 14. Selection of bidder & Notification of Award / Work Order

- a) Evaluation of bids shall be done on Least Cost/Lowest Cost (L1) criteria. L1 will be the lowest sum of Total Cost in financial bid.
- b) Bidder selected as L1 shall be awarded for work as per the scope mentioned in the Request for Proposal for Selection of an agency for performing Civil Work
- c) MD, GFGNL reserves the rights to increase / decrease the scope of work in case performance of any selected bidder is not found satisfactory after giving notice to the non-performing bidder and if non-performing bidder fails to rectify the issues within 15 days' time

#### 15. Risk Purchase

If the selected bidder fails to perform its obligations (or any part thereof) under this scope of this RFP or if the scope of this RFP is terminated by the Tenderer due to breach of any obligations of the selected bidder under scope of this RFP, the Tenderer reserves the right to procure the same from alternative sources (Including from L2 bidder if L2 bidder agrees to match the price of L1 discovered rate) at the selected bidder's risk and responsibility. Any incremental cost borne by the Tenderer in procuring services / part of service shall be borne by the selected bidder with capping of maximum 10% of the contract at L1 discovered rate. Any such incremental cost incurred in the procurement of the such services from alternative source will be recovered from the undisputed pending due and payable Payments/Security Deposit / Bank Guarantee provided by the selected bidder under this scope of this RFP and if the value of the service(s) under risk purchase exceeds the amount of Security Deposit and / or Bank Guarantee, the same may be recovered, if necessary, by due legal process. The procurement from alternate source shall be done, as far as possible, through Government's procurement guidelines as deemed appropriate by the tenderer.

#### 16. Terms of payment

- a) Payments will be made within 30 days from the date of submission of tax invoice along with necessary documents / certificates duly signed by authorized GFGNL official.

b) No advance payment (s) will be made.

<b>Sr. No</b>	<b>Delivery Milestone</b>	<b>Payment</b>
1	Completion of Civil work as per RFP	a) 80% of total work order value
2	One (1) month from handover of premise duly signed by authorized GFGNL official	b) 20 % of total work order value

c) No payment will be admissible for goods rejected.

d) PBG will be released on 08 months or completion of project whichever is earlier from the Purchase/Work order date

e) The taxes shall be mentioned separately and will be applicable as actual as per the time of billing. All invoices should be raised from Gujarat.

f) Payments shall be made based on actual work executed and as per the measurements noted by designated official of GFGNL in presence of the representative(s) of selected bidder.

## 17. Taxes

a) The quoted offer should be exclusive of Taxes. Taxes shall be paid extra on actual, as applicable. The taxes prevailing at the time of raising the invoice shall be paid. GFGNL shall deduct appropriate tax as applicable at source from the payment against the delivery & services and corresponding TDS certificate shall be issued. All invoices should be raised from Gujarat.

b) The bidder shall meet the requirements of applicable Goods & Services Tax (GST).

## 18. Annexure – Bid formats Bid Document checklist

#	Documents to be submitted	Submitted (Y / N)	Documentary Proof (Page No.)
<b>Qualification Criteria</b>			
1.	Demand Draft as bid processing fee		
2.	EMD as Bid Security (DD/ BG as per Annexure IV)		
<b>Technical Qualification</b>			
3.	Cover Letter (Annexure I)		
4.	Bidder's information sheet (Annexure II)		
5.	Enclose copy of Certificate of Incorporation/ Registration Certificate of the firm/ Shop and Establishment Act License/ partnership deed (if applicable)		
6.	Copy of Certificate issued by CA clearly specifying the annual turnover for the specified years. (2018-19, 2019-2020 & 2020-2021).		
7.	Copies of Work Order and Completion Certificate for at least one(1) project of value Rs.10 Lakh or more, performing development and beautification of a site in the last five(5) years from the date of submission of the bid		
8.	Acknowledgement/ Copies of Income tax refund (ITR) filed for last three financial years i.e. 2018-19, 2019-2020 & 2020-2021		
9.	Copy of Certificate of Registration/ Copy of certificate of incorporation / partnership deed (if applicable)		
10.	Copy of valid GST registration		
11.	Copy of valid PANcard		
12.	Undertaking by the bidder for not being barred by any State/ Central Government/ PSU (Annexure III)		
13.	Detailed drawing of proposed work.		
<b>Financial Proposal</b>			
15.	Financial bid (Annexure VI)		



Annexure I: Cover Letter

(To be Signed and submitted by the agency on their letter head)

To  
Chief Financial Officer (CFO)  
Gujarat Fibre Grid Network Limited (GFGNL),  
Block No:6, 5th Floor,  
Udyog Bhavan,  
Sector-11, Gandhinagar -382010

Sir,

I have carefully gone through the Terms & Conditions contained in **Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office.** (Reference No: \_\_\_\_\_)” declare that all the provisions mentioned in the RFP document are acceptable to my Company.

I/We agree for unconditional acceptance of all the terms and conditions set out in the RFP document (and subsequent clarification/corrigendum, if any) document. I/we agree that you are not bound to accept any RFP response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the RFP response.

I/We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration

Yours Truly,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Seal:

## Annexure II: Bidder Information Sheet

(To be Signed and submitted by the agency on their letter head)

S No	Particulars to be provided	Responding Firm's / Company Details to be provided	
<b>Basic details</b>			
	Name of the Bidder		
	Correspondence details of the Bidder:	Corporate Office	Local Office
	Telephone No & Email Address		
	Contact person details (Name, Designation Contact number etc.), to whom all references shall be made regarding this RFP		
	Details of ownership (Name and Address of the Board of Director, Partners etc.)		
	Name of the authorized Signatory who is authorized to sign all the relevant documents		
	Annual Turnover for last three years (INR Lakhs)	2018-2019	
		2019-2020	
		2020-2021	
	Address of office in Ahmedabad / Gandhinagar (if any)		
<b>Details for registration under Companies Act, 1956</b>			
	Registration Number of the Bidder in case of company/LLP		
	Place of registration		
	Date of registration		
	Product/service for which firm is Registered		
	Validity Period, if applicable		
<b>Details for registration with appropriate authorities</b>			
	GST registration details (Registration number and details)		
	PAN No		

Authorized Signatory

Seal of the Company

Name &amp; Designation

Date

Annexure III: Self-declaration -Undertaking of not being barred by any State/ Central Government/PSU

(To be submitted by agency on their letterheads)

To  
Chief Financial Officer (CFO)  
Gujarat Fibre Grid Network Limited (GFGNL),  
Block No: 6, 5th Floor,  
Udyog Bhavan,  
Sector-11, Gandhinagar -382010

Sir,

In response to the **Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office. (Reference No:\_\_\_\_\_)**” as an Owner/Partner/Director of \_\_, I/We hereby declare that presently our Company/Firm \_\_\_\_\_not have been barred from participating in any tender/ providing services/procurement process or supply of materials by an organization/department/office/ PSU/ board or corporation of either Government of India or any state government.

I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration

Yours Truly,

Name:\_\_\_\_\_

Designation:\_\_\_\_\_

Company:\_\_\_\_\_

Address:\_\_\_\_\_

Seal:

Annexure IV: Format for Bank Guarantee for Earnest Money Deposit (EMD)

To

Dated:

.....  
.....  
.....  
.....

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the in Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office. (Reference No: -----)" KNOWALLMEN by these presents that WE -----

----- having our registered office at ----  
----- (hereinafter called "the Bank") are bound unto the  
Gujarat Fibre Grid Network Limited in the sum of ----- for which payment well and truly to be made Gujarat Fibre Grid Network Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of----- --  
----- -2022.

THE CONDITIONS of this obligation are:

The EMD may be forfeited, In case of a Bidder if:

- 1) The bidder withdraws its bid during the period of bid validity.
  - a. The Bidder does not respond to requests for clarification of their Bid.
  - b. The Bidder fails to co-operate in the Bid evaluation process.
  - c. The bidder, fails to furnish Performance Bank Guarantee in time.
- 2) The bidder fails to Sign the contract in accordance with this RFP
- 3) The bidder is found to be involved in fraudulent and corrupt practices

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

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

.....

The Bank shall not be released of its obligations under these presents by any exercise by the GFGNL 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 GFGNL or any other indulgence shown by the GFGNL or by any other matter or things.

The Bank also agree that the GFGNL 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 BIDDER and notwithstanding any security or other guarantee that the GFGNL may have in relation to the BIDDER's liabilities.

Dated at ..... on this day of \_\_\_\_\_ 2022.

Signed and delivered by

\_\_\_\_\_

For & on Behalf of

Name of the Bank &

Branch & Its official

Address with seal

Approved Bank: Guarantee issued by following banks will be accepted as SD or EMD on permanent basis

1. All Nationalized banks including the Public sector banks - IDBI Ltd.
2. Private sector banks - AXIS Bank, ICICI Bank and HDFC Bank

**Annexure V: Bank Guarantee for Performance Bank Guarantee (PBG)**

(To be typed on non-judicial stamp paper)

In consideration of the ....., having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said agency') from the demand under the terms & conditions of an agreement/ Advance Work Order No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the Request for Proposal for Selection of an agency for performing Civil Work for GFGNL Head Office. (Reference No: \_\_\_\_\_)", hereinafter called "the said Contract"), of security deposit for the due fulfilment by the said agency of the terms & conditions contained in the said Contract, on production of the bank guarantee for ..... we, (name \_\_\_\_\_ of the bank) ( hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (agency) do hereby undertake to pay to the State/SIA an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by GFGNL by reason of any breach by the said agency of any of the terms & conditions contained in the said Contract.

We (name of the bank) ..... do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the State/SIA by reason of breach by the said agency' of any of the terms & conditions contained in the said Contract or by reason of the agency' failure to perform the said Contract. 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 State/SIA 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 \_\_\_\_\_ . We undertake to pay to the GFGNL any money so demanded notwithstanding any dispute or disputes raised by the agency in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the agency shall have no claim against us for making such payment.

We (name of the bank) ..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the State/SIA under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till GFGNL certifies that the terms & conditions of the said Contract have been fully or properly carried out by the said agency and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before (expiry date of PBG)(as specified in Work Order) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

We (name of the bank) ..... further agree with the GFGNL that the State/SIA shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms & conditions of the said Contract to extend time of performance by the said agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the GFGNL against the said agency and to forbear or enforce any of the terms & conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said agency or for any forbearance, act or omission on the part of the GFGNL or any indulgence by the GFGNL to the said agency 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.

This guarantee shall not be discharged due to the change in the constitution of the Bank or the agency.

We (name of the bank) ..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the GFGNL in writing.

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.....

**Approved Bank:** Guarantee issued by following banks will be accepted as SD or EMD on permanent basis

1. All Nationalized banks including the Public sector banks - IDBI Ltd.
2. Private sector banks - AXIS Bank, ICICI Bank and HDFC Bank

## Annexure VI: Financial Bid Format

S No	Item description	Quantity (Q)	Unit	Unit Price (U)	Total Cost (A=Q*U) (Excluding Tax)
1	<b>Civil Work</b>				
	<p><b><u>WOODEN PARTITION WITH FIX GLASS INCLUDING LAMINATE FINISH</u></b></p> <p>Providing and fixing of full height solid sandwich partitions using 50 x 50 mm aluminium pipe for framing (minimum grid size of 600 mm x 600 mm), 12mm ply (both sides) of brand greenply ecotech mr, century sainik mr, archidply etc, with 8 mm fix toughened glass with frosted film work, with 1mm laminates (as per selection) on both sides 3 mm x 3mm grooves, and glass cutouts as per drawing, including teak wood beading patti etc. and all hardware items, groove (if shown) with all materials, labour, lead and wastage, scaffolding etc. complete. And Finished with different materials, and complete the work satisfactorily as per instruction of architect or Engineer-in charge.</p>	50.00	Sq. Mt		
1.2	<p><b>SOLID DOORS FOR WOODEN PARTITION (75 MM TK)</b></p> <p>Providing and fixing of 75 mm solid doors (AS PER DRAWINGS) using 50 x 50 mm aluminium pipe for framing, 12mm ply (both sides). 50 mm teak wood beading patti at the periphery and framing etc. making of rebates and including all hardware items, mortise door lock with entire set including cylinder, heavy duty conceal door with all materials, labour, lead and wastage etc. complete. And Finished with different materials and complete the work with 1mm laminates, satisfactorily as per instruction of architect or Engineer-in charge.</p>	5	Sq. Mt		
1.3	<p><b>TABLE-2 (2.00 mt x 0.76 mt) FOR OFFICE</b></p> <p>Providing and fixing of table including side table and back storage as per drawings and instructions provided, using ply aluminium pipe for framing and finishing it with 12 or 6 MM CORIAN work including all cnc work, and 1mm unicore/ equivalent brand laminate and 1mm laminate including all material, installation, m.s fabrication work with powder coating, glass work as per design, labour and hardware, nylon leveler foot rubber, waste of materials etc. and complete the work</p>	2	No.		



	satisfactorily as per instruction of Architect or Engineer-in charge.				
1.4	<p><b>SINGLE BAY TABLE WITH MODESTY PANNEL (1.40 mt x 0.60 mt)</b></p> <p>Providing and fixing of single bay office table of size 1.40 x 0.60 mt and side storage with drawers and shutters of width 0.45 mt as per drawings, modesty panel or aluminium pipe for framing and finishing it with 1 mm unicore laminate and 1mm laminate selected by the architect including all material, installation, m.s fabrication work with powder coating, labour and hardware, drawer channels, hinges, handles, keyboard trolley, cpu trolley, cable manager, cable trunking system etc waste of materials etc and complete the work satisfactorily as per instruction of architect or Engineer-in charge.</p>	2	No.		
1.5	<p><b>LED DOWN LIGHT (10-18 watts, Surge-4KV)</b></p> <p>Supply and Installation of light &amp; power accessories shall be of modular range of plate switch type and shall be of one manufacturer (brand) and type. Boxes for switch &amp; outlet (light &amp; power accessories) shall be of specific manufacture standard design. Cover Plates- Glossy white with white base Including Rj-45 socket - 2 nos , Rj-11 Socket-1 nos, Power Socket of two nos. Push to ON-off switches with Face Plate.</p>	12	No.		
1.6	<p><b>ELECTRIFICATION</b></p> <p>Supply and Installation of 1.5 Sq. mm, Single Core Flexible Cable, copper conductor, PVC insulated ,PVC sheathed bearing ISI certification mark</p>	200	MTR		
1.7	<p><b>LAN CABLE</b></p> <p>Supply and Installation of cat 6 cable including termination D Link or equivalent Brand</p>	300	MTR		
1.8	<p>The selected bidder shall have to procure four (4) additional units of split AC's Split AC of 1.5 TR BEE rating 3 Star &amp; above With 5 years onsite warranty of compressor unit and 1 year onsite warranty of whole unit Material Type of tube : Internally grooved copper Rated voltage :230 V Single Phase with requisite pipping, wiring and electrical fittings.</p>	4	No.		

\*\*\*\*\*End of Document\*\*\*\*\*