

**Bidder Qualification Criteria (BQC) for Services for Printing of Stationery and Marketing Material for across GGL Operations**

**E-Tender ID: 534500**

Sr. No.	Criteria	Supporting Documents
<b>A</b>	<b>Technical Criteria</b>	<b>Compliance required in Technical Evaluation</b>
1	Bidder(s) desire to have minimum 1 year of experience in managing printing activity for utility companies viz. electricity provider/distribution company/ Government Departments or Bodies/ Bank/ Insurance/ Non-Banking Financial Company/ Corporates/Collage.	<p><b>A. Bidders not associated with GGL:</b> shall submit the Work order for fulfilment of the criteria specified herein and shall submit the corresponding satisfactory work completion certificate issued by Client as documentary evidence towards adherence to the criteria specified herein.</p> <p><b>B. Bidders associated with GGL:</b> (existing and previously): shall submit the work order for fulfilment of the criteria specified herein.</p>
2	Bidder Firm should be registered as per relevant act (Partnership Firm/Proprietorship/Company act etc.)	Copy of certificate of registration / incorporation needs to be submitted as per applicable law
3	<p>Bidder should have a rented or owned premise(s) in cluster to manage printing activities</p> <p>If not, provide commitment to setup an office (rented or owned premises) for carrying out printing activities within 60 days from the date of contract awarded</p>	<ul style="list-style-type: none"> <li>Dastavej / Kabja rasid/ 7/12 no utaro/ Property tax bill/ Electricity bill or rent agreement of the office space already available, from where the activities would be undertaken,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>Undertaking (On stamp paper value Rs 300/-) for setting up office (rented or owned premises) if office space NOT already available</li> </ul>
<b>B</b>	<b>Financial Criteria</b>	<b>Compliance required in Financial Evaluation</b>
1	The bidder should have achieved a minimum turnover of Rs. 24 Lakh in any one of the last 3 (three) audited financial years i.e. 2018-19, 2019-20 & 2020-21.	<p>Bidder shall submit following documents as the documentary evidence toward adherence to the criteria specified herein.</p> <ol style="list-style-type: none"> <li>Chartered Accountant Certificate with UDIN confirming annual turnover, working capital and Net worth as per qualification criteria.</li> <li>CA certified audit report including balance sheets and profit &amp; loss</li> </ol>
2	The bidder should have a minimum working capital of Rs.5 lakh as per audited balance sheet for Previous year.	
3	Bidder's net worth as per the last audited financial statement i.e. for the financial year, FY 2020-21 shall be	

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	positive.	<p align="center">statement as per qualification criteria.</p> <p>Note:</p> <ol style="list-style-type: none"><li>1) If the bidder's working capital is inadequate, the bidder shall furnish a letter from any bank approved by Government of Gujarat for submission of Bank Guarantee as per relevant GR applicable at the time of bid published date, confirming the availability of the line of credit for the working capital requirement as specified herein.</li><li>2) FY 20-21 shall be considered as preceding Financial Year. However, If audited financial report of FY 20-21 is not available, then FY 19-20 shall be considered as preceding Financial Year and relevant documents shall be provided.</li><li>3) If audit report is not applicable as per Income Tax Rules, in such cases bidder to submit, full income tax return along with CA certification (with UDIN) incorporating additional as below.<ol style="list-style-type: none"><li>a) "Profit offered for tax" in Income Tax Return for respective year/years to be made part of the CA certificate.</li></ol></li></ol> <p>CA to certify that the vendor has opted for presumptive taxation scheme U/s 44AD of the Income Tax Act, 1961 in the respective year/years and the turnover reported in the return of income filed with the Income Tax Department are matching.</p>
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**Note (Most Important):**

- 1) Bidder shall submit all qualification documents (**preferably color scan copy**) as mentioned above on N-procure. No additional documents in the physical form shall be considered.

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- 2) All qualification documents as mentioned above falls under rejection category and non-submission of any of the requisite documents may make the bid liable for rejection summarily.
- 3) For Bidder associated with GGL, Documentary evidence for work completion (i.e. Invoice / Inspection Release Note / Completion Certificate / Performance Certificate) against Gujarat Gas Limited Purchaser Order/ Work order/ contract is not required. However, the same will be verified by GGL internally and Technical evaluation will be carried out by GGL as per criteria considering submitted PO/work order.