



Scope Of Work

**Services for Printing of Stationery and Marketing Material for across
GGL Operations**

E-Tender ID: 534500

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1. INTRODUCTION

Gujarat Gas Limited(GGL) is one of the leading city gas distribution company in India, GGL having it's registered office at Gujarat Gas CNG Station, Sector-5/C, Gandhinagar - 382 006, Gujarat, India. GGL is supplying Natural Gas to Industrial, Commercial, Domestic customers and CNG driven vehicles. GGL endeavors to develop PNG infrastructure in 27 authorized Geographical Areas, which enlists 43 districts in the State of Gujarat, Haryana, Madhya Pradesh, Maharashtra, Punjab, Rajasthan and Union Territory of Dadra Nagar Haveli.

GGL performs marketing activities in existing and new GA(s) to provide PNG connection. In order to provide marketing materials to cater the GA(s) marketing need, we require a vendor for printing marketing materials i.e. Registration forms, Terms and Conditions, Tariff cards, Flex banner, Canopy, Umbrella etc.

In this matter GGL invite Bidder for printing and delivery of various materials at Ga/local offices as detailed in below table.

Sr.No.	Materials	Quantity (Nos.)
1	Registration Form/ Application Form	1,50,000
2	Terms and Conditions	1,50,000
3	Tariff card	2,00,000
4	Welcome File	1,00,000
5	Leaflet (A-5 size) (Multi Colour)(2 Side)	6,00,000
6	Leaflet (A-4 size) (Multi Colour)(2 Side)	6,00,000
7	Flex Banner	1,000
8	Canopy	200
9	Umbrella	200

*above quantities are indicative in nature.



2. BIDDER'S SCOPE OF WORK:

The major Scope of Work to be performed / executed by the BIDDER shall include but not be limited to the following:

2.1 Bidder needs to print materials as per specifications provided by GGL in below table,

Sr.No.	Material	Specification
1	Registration Form/ Application Form	<ul style="list-style-type: none"> • Dual Side Designing, contain writing & Printing and Duplicate Application number printing (if required) • 100 GSM maplitho paper • Size: 8.25" x 11" • Single black colour printing • Gujarati, Hindi, Marathi, Punjabi, English • Content writing and CDR designing
2	Terms and Conditions	<ul style="list-style-type: none"> • Dual Side Designing, contain writing & Printing • 100 GSM maplitho paper • Size: 8.25" x 11" • Single black colour printing • Gujarati, Hindi, Marathi, Punjabi, English • Content writing and CDR designing
3	Tariff card	<ul style="list-style-type: none"> • 1 Side Designing, contain writing & Printing • 100 maplitho GSM paper • Size: 8.25" x 11" • Single black colour printing • Gujarati, Hindi, Marathi, Punjabi, English • Content writing and CDR designing
4	Welcome File	<ul style="list-style-type: none"> • Paper Thickness 350 GSM • Paper- Ultima (Multi Color Printing) <ul style="list-style-type: none"> ○ Height-12.5" Inches ○ Width-9.5" Inches ○ Spine-1" Inches • Pocket- <ul style="list-style-type: none"> ○ Height-5.4"/ 4.45" Inches ○ Width-3.8" Inches • Paper Thickness- 370 GSM • Paper JK Ultima White, Art Gloss Paper (Multi Color Printing) <ul style="list-style-type: none"> ○ Height-12.5" Inches



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		<ul style="list-style-type: none"> ○ Width-9.5" Inches ○ Spine-1" Inches • Pocket <ul style="list-style-type: none"> ○ Height-5.4"/ 4.45" Inches ○ Width-3.8" Inches • Visiting Card <ul style="list-style-type: none"> ○ Height-54 mm ○ Width-92 mm • Clamp -5.4 " Plastic Binder Clip of Good Quality • Gujarati, Hindi, Marathi, Punjabi, English
5	Leaflet (A-5 size) (Multi Colour)(2Side)(For welcome File)	<ul style="list-style-type: none"> • 2 Side Printing • Multi Color • Paper Size A5 • Paper 90 GSM • Art Paper Glossy • Gujarati, Hindi, Marathi, Punjabi, English
6	Leaflet (A-4 size) (Multi Colour)(2 Side)	<ul style="list-style-type: none"> • 2 Side Printing • Multi Color • Paper Size A4 • Size: 8.25" x 11" • Paper 90 GSM • Art Paper Glossy • Gujarati, Hindi, Marathi, Punjabi, English
7	Flex Banner	<ul style="list-style-type: none"> • Multi Color • High Quality Flex Material • Riveting on 4 Side • 6 FT X 4 FT Size • Gujarati, Hindi, Marathi, Punjabi, English
8	Canopy	<ul style="list-style-type: none"> • Size of the canopy is 6 Feet X 6 Feet. • Top flex size is of W=18 Feet; H=1 Feet • The back flex is of the size: W=6 Feet; H= 7 Feet • Bottom flex is of the size: W=18 Feet; H=2.5 Feet • The rods are provided with the canopy and are of aluminum stringed together. • The top and bottom flex cover three sides of the canopy.



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		<ul style="list-style-type: none"> The flex come with grooves for inserting the rods. Gujarati, Hindi, Marathi, Punjabi
9	Umbrella	<ul style="list-style-type: none"> 6 Feet dia approx. Made from Nylon/Polyester Waterproof Cloth with 2-fold adjustable Pole with powder coating Cloth colour – As per GGL design Including MS Stand with powder coating

2.2 The Bidder shall arrange loading/ unloading and delivery of materials at local GA Offices as per below mentioned locations as and when order submitted by OIC.

State	Sr.No.	Dist	Sub. Sr.No.	Local Office
Gujarat	1	Surat	1	Surat
			2	Hazira
			3	Bardoli
	2	Bharuch	4	Jambusar
			5	Dahej
			6	Ankleshwar
			7	Bharuch
	3	Bhavnagar	8	Bhavnagar
			9	Sihor
			10	Palitana
	4	Botad	11	Botad
	5	Gandhinagar	12	Gandhinagar
			13	Chandkheda-Motera
	6	Panchmahal	14	Halol
	7	Anand	15	Khambhat
	8	Nadiad	16	Nadiad
	9	Dahod	17	Dahod
	10	Morbi	18	Morbi
	11	Rajkot	19	Rajkot
	12	Surendranagar	20	Surendranagar
			21	Thangadh
			22	Limbdi
	13	Jamnagar	23	Jamnagar
	14	Navsari	24	Navsari
			25	Bilimora



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			26	Bhilad
	15	Valsad	27	Valsad
			28	Vapi
	16	Ahmedabad	29	Sanand
	17	Bhuj	30	Bhuj
	18	Amreli	31	Amreli
Maharashtra	19	Thane	32	Boisar
			33	Vasai
DNH	20	Dadra and Nagar Haveli	34	Dadra and Nagar Haveli
	21	Amritsar	35	Amritsar
	22	Bathinda	36	Bathinda
	23	Ferozpur	37	Ferozpur
	24	Faridkot	38	Faridkot
	25	Mukhtasar	39	Mukhtasar
	26	Hoshiarpur	40	Hoshiarpur
	27	Gurdaspur	41	Gurdaspur
	28	Mansa	42	Mansa
Haryana	29	Sirsa	43	Sirsa
	30	Fatehbad	44	Fatehbad
	31	Jalore	45	Jalore
	32	Sirohi	46	Sirohi
Rajasthan	33	Abu Road	47	Abu Road
	34	Dungarpur	48	Dungarpur
	35	Banswara	49	Banswara
	36	Jhabua	50	Jhabua
Madhya Pradesh	37	Ratlam	51	Ratlam
	38	Ujjain	52	Ujjain
	39	Dewas	53	Dewas
	40	Indore	54	Indore

Note: This list is not exhaustive in nature; GGL may further delete/add new location/area from the above list based on business requirement and at its own discretion, on the same terms and conditions.

2.3 Bidder shall keep all materials in safe conditions and should be protected from damage, fire, theft during transportation. In case the materials are damaged for whatsoever reason and solely due to the bidder, the bidder shall replace the same at their own cost to the satisfaction of GGL.

2.4 In absence of any specifications covering any material or design of work, the same shall be performed/ supplied/ executed as per the instructions/ directions of the OIC.



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- 2.5 If any new location that is added at discretion of the GGL, the same has to be catered as per the agreed rate, terms and conditions agreed by the bidder in Tender.
- 2.6 The Bidder shall make himself fully conversant with the Officer-in-Charge (OIC) and the type of job to be carried out therein so that he clearly understand the scope of work and assess the requirement of OIC to complete the work in schedule time.
- 2.7 The Bidder shall work as per instructions & priorities given by Officer-in-Charge (OIC), which will be carried out as per the schedule given by OIC.
- 2.8 The Material shall be delivered within 15 days from the date of final approved version of OIC.
- 2.9 Upon receipt of Goods at the site, GGL will inspect the packaging for damage or tempering. In case of no damage or tempering, the shipment will be stored at GGL local offices, if damage or tempering is noticed, GGL will advise bidder, within 15 days from receipt, of the nature and extent of the damage or tempering and bidder will have to accept GGL's report of such shortage /damage will be deemed accepted by the bidder.
- 2.10 Bidder will maintain confidentiality of the data, and will not share & use data for other purposes.
- 2.11 The Bidder shall arrange for the gate pass/ Challan Copy, if so required by GGL for security or any other reasons.
- 2.12 The Bidder shall take care of all applicable legal and tax related compliances (Like Provident Fund/Employee State Insurance (ESI) / Labour License and any other mandatory requirements.).
- 2.13 GGL may increase and/ or decrease the number of the services required and quantity of work / services shown in Schedule of Rates (SOR). Bidder shall print and supply quantity as per instruction by Officer-in-Charge (OIC).
- 2.14 Payment shall be made on the actual measurement of work certified by GGL and as per GGL record shall be considered as final & decisive on the point.
- 2.15 Bidder shall submit the relevant documents, as applicable and as instructed by OIC for approval/ review to GGL.
- 2.16 The Bidder warrants that the work carried out under the PO are meeting the specifications provided by GGL and if Bidder fails, bidder shall rectify/ repair any defective work on receipt of instructions from GGL.

This is indicative scope of work / terms & conditions. Detailed terms & conditions and scope of work shall be provided at time of final agreement / contract

3. PAYMENT TERMS :

- 3.1 Bidder shall raise bill and due payment shall be released within 30 days from the date of receipt of certified Bill/ Invoice by Officer-in-charge.
- 3.2 Payment shall be made on the actual measurement of work certified by Officer-in-charge.



4. PENALTY:

- 4.1 In case of delay in delivery of any work assigned by GGL, GGL may impose penalty as per the timeline defined in the grid below;

Delay from work assign (No. of Days)	Penalty
> 30	5% of delayed work assigned Value
> 60	10% of delayed work assigned Value

5. TERMINATION:

- 5.1 GGL shall terminate the contract without any notice period in following instances,
- 5.1.1 The Agency, in no circumstances, divulge business related information and will take utmost care in maintaining confidentiality data.
 - 5.1.2 Any other fraudulent activity, mis-representation of data submission
 - 5.1.3 If any of dispute / legal matters arise out of misbehaviour / misconduct / malpractice by AGENCY's team
- 5.2 If Agency fails to perform delivery timelines of materials as per criteria defined in scope of work clause, GGL may terminate the contract giving 1 month notice.
- 5.3 GGL reserves right to terminate the contract with prior notice of 1 months, upon occurrence of one or more of the following events;
- 5.3.1 Breach of any contractual terms and conditions by the agency
 - 5.3.2 Non-achievement of timely delivery.
 - 5.3.3 Insolvency or bankruptcy of the agency, or being a GGL, entering into receivership, administrative receivership, administration or liquidation (or any equivalent thereof) whether compulsory or voluntary, except liquidation for the purpose of reconstruction or amalgamation while solvent.
 - 5.3.4 Failure to fulfil any of the agency's obligations under the contract

The decision of GGL regarding occurrence of any of the aforesaid events shall be final and binding on the PARTIES.

- 5.4 Without prejudice to, and in addition to, the GGL's other rights under this contract; the GGL shall have the right to terminate this contract or any part thereof without assigning any reason at any time by giving 24 hours written notice to the agency.
- 5.5 In the event GGL terminates the contract in whole or in part, as above, GGL may procure, upon such terms and in such manner as it deems appropriate, good/service similar to those undelivered, with excess costs for such similar goods/service liable to be recovered



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from the Agency. However, the Agency shall continue performance of the contract to the extent not terminated. This is without prejudice to any of the GGL's rights to deduct/withhold any amount as specified elsewhere in this contract.

5.6 The Agency shall be responsible for, indemnify, defend and hold harmless the GGL against any costs incurred by the Agency till the effective date of termination, including, but not limited to, input material/labour cost, etc. In case GGL has to incur expenses due to the same, the same shall be recovered from the dues payable to the Agency and / or security deposit held with GGL.

5.7 GOODS shall not be or be deemed to be an asset in a bankruptcy if Agency, voluntarily or not, becomes or is declared bankrupt.

6. WARRANTY:

6.1 SELLER warrants that the quality of GOODS supplied shall be in accordance with CONTRACT and specified standards and shall show the utmost skill, diligence and competency in workmanship. SELLER also warrants that such GOODS shall meet the requirements of, and be in conformity with all applicable laws, rules, regulations and ordinances of any GOVERNMENT AUTHORITY.

6.2 Without prejudice to the rights of the BUYER under this CONTRACT, wherever applicable and unless otherwise specified differently in SPECIAL TERMS OF CONTRACT, the SELLER warrants the GOODS against the SELLER's faulty design, workmanship or materials arising or becoming apparent within a period of 12 months from delivery, whichever is earlier, (henceforth referred to as the "Warranty Period") from the date of delivery of GOODS at DELIVERY POINT, either following delivery or following the repair, modification or replacement of the GOODS, or any part thereof, unless otherwise stated differently in the SPECIAL TERMS OF CONTRACT.

6.3 SELLER warrants that GOODS under this CONTRACT will be new and of recent manufacture, of specified quality and free of all defects and all malfunctions, including latent defects, and compete and fit for the use for the specific purpose for which they are purchased and that they are in strict accordance with the drawings and Specifications, and all relevant codes as applicable to GOODS in India or any sub division thereof.

6.4 If any fault, defect or nonconformity is discovered during the Warranty Period, SELLER shall take or arrange for all measures necessary to correct, or have corrected, any and all defects, or to replace or have replaced the defective parts (the decision regarding replacement/repair shall be at BUYER's discretion) with the greatest diligence and at SELLER's expense to the full satisfaction of BUYER. The SELLER shall also provide supervision as required and accept charges for the dismantling and re-assembly of work on site. All transport costs for the parts to be repaired or replaced will be paid by SELLER.

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6.5 Where the SELLER repairs, modifies or replaces any GOODS in accordance with this Clause, the provisions of this CONTRACT shall apply to the repaired, modified or replaced GOODS.

6.6 Failing prompt and sufficient action on the part of SELLER, BUYER reserves the right to carry out the necessary work at SELLER's risk and expense. BUYER shall have the right to recover such costs from SELLER. SELLER's liability in respect of aforesaid rectification and/or replacement shall be unlimited without exception.

6.7 All the spares shall be supplied with fitment certificate to the original equipment, as applicable.

6.8 Should the nature or size of the defective GOODS or other circumstances make it impracticable for the defective GOODS or part thereof to be removed, the BUYER may require the SELLER or others to carry out the work necessary for repair, modification, or replacement of the GOODS on site at the SELLER's expense and cost for the same shall be recovered /deducted from the SELLER.

6.9 If the SELLER fails to fulfil its obligations under this clause, the BUYER may:

- a. Terminate this CONTRACT or any part thereof in accordance with TERMINATION clause, and/or debar the SELLER as per DEBARMENT OR SUSPENSION Clause, without prejudice to its existing rights and remedies; and/or
- b. Recover as a debt due from the SELLER, all extra costs and expenses arising from or in connection with any GOODS being found to be defective, including but not limited to, those of employing others, repairing, modifying or testing defective GOODS, purchasing alternative GOODS elsewhere and storage.

6.10 Where applicable, the BUYER shall have the right to assign the benefit of this guarantee to the BUYER's successors and/or assignees. When requested by the BUYER, the SELLER shall assign to the BUYER the full benefits of all guarantees obtained by the SELLER.

7. MATERIAL REJECTION :

If GGL finds that materials supplied are not of the ordered quantity or not according to the specification required by GGL or received in damaged or broken conditions or otherwise not satisfactory owing to any reason of which the GGL shall be the sole judge, GGL is entitled to reject the material, cancel the service order and buy it from the open market and recover the loss, if any, from the bidder.

Rejected goods should be removed and replaced by bidder within 14 days of the date of communication of rejection from GGL at their cost in all respect.



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However, even within 30 days from the date of intimation of rejection, if the material is not removed, GGL will be free to dispose-off the material free of cost to any party and expenses, if any, incurred for disposal shall be payable by the bidder.

In case of breakage / shortage, claim in respect of the same in any cases shall be referred on the bidder within 30 days from the date of receipt at store/ local office by GGL which shall be replaced/ made good by the bidder at their own cost. All risk of loss or damage to the material shall be upon the bidder till it is delivered to GGL local offices.

8. GGL'S SCOPE:

8.1 GGL shall nominate an Overall-in-Charge (OIC) to Bidder

8.2 GGL shall provide guidance & assistance as and when required to locate the Local GA Office

8.3 Design (CDR file) for Welcome File, Leaflet, Flex banner, Canopy and Umbrella will be provided by GGL, however contents editing shall be done by bidder, as per GGL requirement.

9. SUB-LETTING WORKS:

No part of CONTRACT / WORK shall, in any manner of degree be transferred, assigned or submitted by the BIDDER directly or indirectly to any person, firm or corporation whosoever, without prior written approval from GGL.