

Subject: Annual Rate contract for supply of Office Stationery for the period of 2 years at various location GEL Bhavan , Infocity ,Gandhinagar GA , Ahmedabad Rural GA

Ref. Documents:

No Attachment



GUJARAT ENERGY

BIDDER QUALIFICATION CRITERIA (BQC)

FOR: Annual Rate contract for supply of Office Stationery for the period of 2 years at various location GEL Bhavan , Infocity ,Gandhinagar GA , Ahmedabad Rural GA .

Document No.: GEL/ADMIN/STATIONERY/PURCHASE/003/BQC			
00	-	Original Document	
Rev. No.	Clause No.	Description of change	Date of Issue



GUJARAT ENERGY

Gujarat Energy Limited

BQC FOR Annual Rate contract for supply of Office Stationery for the period of 2 years at various location GEL Bhavan , Infocity ,Gandhinagar GA , Ahmedabad Rural GA

Sr. No.	Criteria	Supporting Documents									
A	Technical Criteria										
A1.	The Bidder shall have successfully carried out and completed Supply Office Stationery during the last 7 years reckoned from the month in which this tender is published: <table> <tr> <td>a</td><td>Three similar completed works, each costing not less than</td><td>2.12 Lacs</td></tr> <tr> <td>b</td><td>Two similar completed works, each costing not less than</td><td>2.65 Lacs</td></tr> <tr> <td>c</td><td>One similar completed works, costing not less than</td><td>4.24 Lacs</td></tr> </table>	a	Three similar completed works, each costing not less than	2.12 Lacs	b	Two similar completed works, each costing not less than	2.65 Lacs	c	One similar completed works, costing not less than	4.24 Lacs	Supporting documents against above should be as follows: • Bidders not associated with GEL shall submit the copy of Purchase Order/Work order/Contracts for fulfilment of the criteria specified herein and shall submit the corresponding satisfactory work completion certificate/Execution Certificate as documentary evidence towards adherence to the criteria specified herein. • Bidders associated with GEL (existing and previously) shall submit the GEL issued Purchase Order/Work order/Contracts for fulfilment of the criteria specified herein.
a	Three similar completed works, each costing not less than	2.12 Lacs									
b	Two similar completed works, each costing not less than	2.65 Lacs									
c	One similar completed works, costing not less than	4.24 Lacs									
A2.	Bidder should have experience of providing Stationery to PSUs or CORPORATES	1. Copy of purchase/work orders including Scope of work (SOW) issued by the Clients 2. Copy of final Work Completion Certificates issued by the Clients									

File No: GEL-HR,Admin &Audit-2026-8-190479

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 GUJARAT ENERGY Gujarat Energy Limited	BQC FOR Annual Rate contract for supply of Office Stationery for the period of 2 years at various location GEL Bhavan , Infocity ,Gandhinagar GA , Ahmedabad Rural GA
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A3.	Bidder should have Shop/Show Room at Ahmedabad and Gandhinagar	1. Copy of Gumastadhara Certificates from AMC-GMC / Rent Agreement/ Ownership Index Copy
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BQC Notes (Most Important):

1. Bidder shall submit all supporting documents in English language only. In case the certificates/ documents are in a language other than English, translated documents of the same, duly attested by a third-party agency, shall however be submitted along with the technical bid
2. Bidder shall submit all qualification documents (preferably colour scan copy) as mentioned above on N-procure. No additional documents in the physical form shall be considered.
3. All qualification documents as mentioned above falls under rejection category and non-submission of any of the requisite documents shall make the bid liable for rejection summarily.
4. For Bidder associated with GEL, Documentary evidence for work completion (i.e. Invoice / Inspection Release Note / Completion Certificate / Performance Certificate) against Gujarat Energy Limited Purchaser Order/ Work order/ contract is not require. However, the same will be verified by GEL internally and Technical evaluation will be carried out by GEL as per criteria considering submitted PO/work order/contract.
5. Bidder shall submit contact details (other than GEL) of document issuing authority with minimum as Name & Designation, Office address, Email address and Contact Number
6. Documents shall be submitted in line with BQC requirement only.
7. Only those documents which are sufficient for qualification shall be uploaded. Extra documents shall be avoided.
8. The quoted rates shall remain firm and valid for a period of two (2) years from the date of the Rate Contract/Agreement. No price escalation will be permitted during this period. GEL reserves the right to issue Purchase Orders (PO) for any quantity at its discretion.
9. The Supplier/Contractor shall submit the designs and all material samples for review and approval prior to procurement and supply.
10. An Item Specification and Brand Mentions Annexure-1