

Contract



Contract No: GEMC-511687775564664

Contract Generated Date: 14-Sep-2021

Bid/RA No: GEM/2021/B/1307380

Organisation Details	Buyer Details
Type: Central Government	Name: Amit Sahai
Ministry: Ministry of Health and Family Welfare	Designation: UNDER SECRETARY GENERAL
Department: Department of Health and Family Welfare	Contact No.: 011-23063514-211
Organisation Name: N/A	Email ID: a.sahai@nic.in
Office Zone: Nirman Bhawan New Delhi	GSTIN: -
	Address: Room No. 551-A, Nirman Bhawan, New Delhi, NEW DELHI, DELHI-110011, India

Financial Approval Detail	Paying Authority Details
IFD Concurrence: Yes	Payment Mode: PFMS
Designation of Administrative Approval: AS (H)	Designation: Accounts Officer
Designation of Financial Approval: AS (H)	Email ID: ns.rawat66@nic.in
	GSTIN: N
	Address: Room No. 244(B)-A, Nirman Bhawan, New Delhi, NEW DELHI, DELHI-110001, India

Consignee Details		
S.No	Consignee Name & Address	Service Description
1	Name: SHASHANK SAHU Contact: - Email ID: shashank.sahu@nic.in GSTIN: N Address: Room No. 551-A, Nirman Bhawan, New Delhi, NEW DELHI, DELHI-110011, India	Custom Bid for Services - rubber stamp and name plate

Service Provider Details	
GeM Seller ID:	8B22180000099851
Company Name:	sunrise enterprises
Contact No.:	09810454311
Email ID:	sunrise_entp@rediffmail.com
Address:	142,VINOBAPURI,LAJPAT NAGAR, NEW DELHI, DELHI-110024, -
MSME verified:	Yes
MSME Registration number:	-
MSE Social Category:	General
MSE Gender:	Male
GSTIN:	07ALZPS2048G1ZJ

*GST / Tax invoice to be raised in the name of - Buyer

Service Details

Service Start Date (latest by) : 27-Sep-2021 Service End Date : 26-Sep-2022

Category Name : Custom Bid for Services

Billing Cycle : quarterly

Description	Quantity of Procurement (to be chosen 1 in all circumstances)	Lumpsum Cost of Service in totality (INR)
Regulatory/ Statutory Compliance of Service	YES	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	1	403.560
Compliance of Service to SOW, STC, SLA etc	YES	

Total Amount (Formula) :
(1*Lumpsum Cost of Service in totality)

Total Value without Addons (INR)	403.56
Total Addon Value (INR)	0
Total Value Including Addons (INR)	403.56

Amount of Contract

SLA Details

Preface : Agreement representing a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Service Provider has been uploaded in bid section . The purpose of the agreement uploaded is to facilitate implementation of Services intended by the Buyer . Each documents as uploaded by buyer should be read in totality to conclude the requirement of Custom e Bid floated on portal .

The Agreement uploaded in bid section will generally contain the Scope of Work, (SOW) , stakeholder's obligations, Special Terms and Conditions (STC) related to service delivery as formulated by the Buyer and Payment Terms etc of the service for mutual understanding of the stakeholders. The Agreement remains valid till completion of Scope of Services or end of contractual duration (whichever is earlier) unless either superseded by a revised agreement mutually endorsed by the stakeholders or terminated by either of the parties thereof.

Guiding Principle : The Services contracts placed shall be governed by following set of Terms and Conditions :

1. General Terms and Conditions for Goods and Services;
2. Buyer's Formulated Service Specific STC including the Service Level Agreement (SLA) for the service as uploaded with the bid in form of suitable matching document .

The above terms and conditions are in reverse order of precedence .Service specific STC supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with scope of work and service level agreement as enumerated in the document shall be construed to be part of the Contract between Buyer and Service Provider.

Intended Objectives And Goals of SLA The objective of Agreement (SLA) as uploaded in bid section is to ensure that all the commitments and obligations are in place to ensure consistent delivery of service to buyer by service provider. Generally The goals of an Agreement are to:

1. Provide clear reference to service ownership, accountability, roles and/or responsibilities of both parties
2. Present a clear, concise and measurable description of service offered to the buyer
3. Establish Terms and Conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified
4. To ensure that all the parties understand the consequences in case of termination of services due to any of the stated reasons
5. The agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. The agreement can also be revised/ modified on mutual consent of the stakeholders.

Parties To The Agreement

The main stakeholders associated with this agreement are:

1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed.
2. Service Provider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, assignees, successors and nominees as described in the agreement

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level /penalties in case of non-adherence to the defined terms and conditions. It is assumed that all stakeholders would have read and understood the same before signing the SLA document.

ADVISORY WITH RESPECT TO SCOPE OF SERVICE

Scope of Work (SOW) is the most important & crucial component of any bidding process. It is for this that the whole bidding process is entered upon to execute the scope of work and deliver outcomes that the Government strives for. Scope of work directly affects the performance of contract therefore utmost care should be taken to avoid ambiguity with respect to deliverable .

For example , in case of Complex / Intricate Consulting Services , Some key guiding principles for drafting scope of work may be as under :

- "Detailed" specification of requirements is extremely critical - please ensure that even standard assumptions on scope of work are laid down and described .
- Make sure that specifications are endorsed by key stakeholders .
- Identify mandatory and non-mandatory requirements in scope of work - It should clearly provide the outcomes expected from solution/service delivery .
- The scope of work should mention what the outcome is based upon - time or material?
- A check should be made that the final specification of requirements :(a) addresses the targeted outcomes and business objectives . (b)meets the agreed stakeholder needs (c) covers whole-of-life of the contract deliverables .
- The objective, structure and expected set of contents of each knowledge item/deliverable should be laid down, in as much detail as possible, rendering the best level of clarity to it.
- The coverage of services needed in the form of activities like client visits, geographies to be studied, stakeholder meetings / interviews / workshops to be conducted, must be detailed out to avoid delivery compromises .

Important Note : Buyers authorities are advised to upload GAR report positively and without fail at appropriate place to ensure process complinace . Buyer may indicate about requirement Past Experience if so required by uploading the same at time of bid creation including approval of their competent authority . Service Providers's response may be assessed atime of technical evaluation.

Additional Required Data/Document(s) : Buyer

1. Introduction about the project /services being proposed for procurement using custom bid functionality [click here](#)
2. Instruction To Bidder [click here](#)
3. Pre Qualification Criteria (PQC) etc if any required [click here](#)
4. Scope of Work [click here](#)
5. Special Terms and Conditions (STC) of the Contract : [click here](#)
6. Service Level Agreement (SLA) [click here](#)
7. Payment Terms [click here](#)
8. Penalties [click here](#)
9. Quantifiable Specification / Standards of The Service/ BOQ [click here](#)
10. Project Experience and Qualifying Criteria Requirement : [click here](#)
11. GEM Availability Report (GAR) [click here](#)

Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) [click here](#)
2. Compliance Documents In Respect Of Sow Etc [click here](#)

Terms and Conditions

1. General Terms and Conditions-

- 1.1 This contract is governed by the General Terms and Conditions, conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

2. Buyer Added Bid Specific Terms and Conditions-

- 2.1 Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
- 2.2 Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- 2.3 Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- 2.4 Duration of the service contract may be extended up to 6 months beyond the initial contract duration (subject to satisfactory performance and mutual consent).
- 2.5 AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.
- 2.6 Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- 2.7 Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Pay and Account officer (Sectt..) Mohfw new delhi/A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
- 2.8 Buyer Added text based ATC clauses
- i. The firm should be located within Delhi/NCR.
 - ii. Experience:- The reputed and experienced firms having at least 3 years' experience in the Govt. Ministries/Departments in same field may participate. Proof to this effect should be uploaded.
 - iii. Turnover:- The firm whose total turnover during last 3 financial years were at least Rs. 15.00 lakh may participate in the tender and to upload their balance sheets dully certified by Chartered Accountant.

Note: This is system generated file. No signature is required.

PRICE SCHEDULE**SUNRISE ENTERPRISES**

Name of the Firm
Name of the Proprietor
Complete Address & Contact No. of the Firm
GST Number

198/38A, Ramesh Market,
Garhi, East of Kailash,
New Delhi-110065
Tel.: 26426544, 9810454311

S. No.	Details of the items under contract	Rates (in Rs.) (Excluding GST)
1.	Providing of Revolving Date Machine with Stamp	05.00
2.	Providing of Round Self Inking Stamp	05.00
3.	Providing of Parma Madras Stamp/Dura Stamp	177.00
4.	Providing of Self-inking Stamp	124.00
5.	Providing of Round Stamp	01.00
6.	Providing of Brass Board Polishing (per Sq. Inch)	01.00
7.	Providing of Computerised Rubber Stamp (per line)	04.56
8.	Providing of Numbering Stamp & Date Stamp	01.00
9.	Providing of Brass Seal	05.00
10.	Providing of Signature Stamp	02.00
11.	Providing of Pen Drive Size Stamp	10.00
12.	Providing and fixing of Brass Name Plate (per Sq. Inch)	05.00
13.	Providing and fixing of Brass Name Board with Brass letter & 5mm Acrylic Plastic Plate (per Sq. Inch)	28.00
14.	Providing and fixing of Steel Name Plate (per Sq. Inch)	20.00

15.	Providing and fixing of Banner with writing in Golden/Silver colour (3meter cloth.)	03.00
16.	Providing and fixing of Flex Banner (Per Sq. Ft.)	12.00
	GST*	18%

*GST will be extra. The firm has to mention rate of GST applicable.

For SUNRISE ENTERPRISES



Proprietor

Signature of Bidder with office Seal
Name of Person submitting Bid