

# GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



Gujarat National Law University

**EOI Notice No.: PC-29/2017**

**Expression of Interest (EOI)**

**For**

**Appointment of Interior Designer Consultant for  
Library Space and Furniture Designing**

**Gujarat National Law University**

Attalika Avenue, Knowledge Corridor, Koba,  
Koba (Sub. P.O.), Gandhinagar - 382426 (Gujarat), INDIA.

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## SECTION-I

### Expression of Interest (EOI) Notice No: PC-29/2017

#### 1. EOI Notification:

Gujarat National Law University (GNLU), Gandhinagar, invites sealed expression of Interest from eligible, reputed Interior Designer.

EOI may be downloaded from GNLU website <http://www.gnlu.ac.in/tender.php>. The prescribed nonrefundable fee, as mentioned in the EOI, shall be sent with your offer through DD drawn in favor of "Gujarat National Law University", payable at Ahmedabad. Any subsequent amendments in the EOI will be available on the above mentioned website.

Duly filled-in documents may be submitted to the office of The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat, India by Speed Post/RPAD or by hand, on or before 17<sup>th</sup> June 2017 up to 04:30 pm.

1.0	NAME OF WORK	Appointment of Interior Designer Consultant for Library Space and Furniture Designing
2.0	EOI Fee	₹ 1500/- (Non Refundable)
3.0	Earnest Money Deposit (EMD)	₹ 5000/-
4.0	Date of issue of Tender	9 <sup>th</sup> June , 2017 on <a href="http://www.gnlu.ac.in/tender.php">http://www.gnlu.ac.in/tender.php</a>
5.0	Last date for receiving hard copy of all the documents along with Tender Fees.	17 <sup>th</sup> June 2017 up to 05:00 pm.
6.0	Technical Opening Date	19 <sup>th</sup> June 2017 at 3.30 pm.
7.0	Address for Communication, Queries and Submission of filled Tender.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub. P.O.), Gandhinagar-382426 Gujarat, India.

- Separate DD for Prescribed Fee must accompany the offer as mentioned in this document. Offers received without the requisite fee shall be summarily rejected. No exemption.
- Eligibility Criteria, Terms and Conditions, Scope of Work, various format and Performa for submitting the EOI offer and other details are described in this document.
- Do not change this document. Any change/s made in the document by the service provider will lead to disqualification.

## **SECTION-II**

### **ELIGIBILITY CRITERIA FOR THE BIDDER**

#### **QUALIFICATION CRITERIA (Stage I)**

- 1) The bidder should have been in the interior designing professions for at least 7 years as of 1st May, 2017.
- 2) The bidder should possess all relevant qualification to work as an interior designer.
- 3) The bidder/Company should have submitted Bid Processing fees of 1500 (Rupees One Thousand Five Hundred only) Earnest Money Deposit (E.M.D.) of 5,000/- (Rupees Five Thousand only) in the form of Demand draft in favour of “Gujarat National Law University” payable at Ahmedabad.
- 4) The bidder should have a turnover of at least INR 10 Lacs in the last financial year, as revealed in Annual Financial Statement reported in India in the financial year (2016-17)
- 5) The bidder should have experience of handling at least two similar work/projects under the Govt. Dept. /Semi-Govt. Dept./Educational Institute/University or any other reputed private organization. Certification of successful accomplishment will be considered while allotting the project.
- 6) The bidder should be registered for Sales Tax/VAT/Service Tax/Excise as applicable. The copies of documentary evidence in support of this must invariably be enclosed with the offer.
- 7) The bidder should submit all supporting documents for above criteria with sign and stamp.
- 8) The bidder should have a track record of earning profits for last two consecutive years.
- 9) The bidder/Company should not have been debarred/blacklisted by any Govt. Dept. /Semi-Govt. Dept./Educational Institute/University or any other organization. Undertaking in this regard is to be submitted by Bidder.

#### **PRESENTATION TO THE EVALUATION COMMITTEE (Stage-II)**

The shortlisted bidder Stage I (pre-qualification) will be invited for making presentation in presence of Evaluation Committee at GNLU. Each of the shortlisted bidder will be given a slot of fixed time period. The Evaluation Committee will see the presentation of your work, propose design and assess the competency of the bidder, their capacity of understanding the needs, and sensitivity to provide services to GNLU will be evaluated on below mentioned parameters:

- Presentation of proposed library’s space and furniture designing.
- Number of years of experience.
- Number of Key resource persons, and their qualifications, experience
- Number of clients and details of completed projects any positive remarks or certificates received from the government for the same.
- Recognition/Accolades won during last 3 years
- Ability to serve GNLU
- Track-record

The Evaluation Committee will shortlist the interior designer on the basis of above evaluation for further process.

**SECTION-III**  
**GENERAL TERMS AND CONDITIONS**

**1. Essential technical requirement:**

The agency must have all statutory registrations like PAN, Service Tax Number, Professional Tax Number and establishment registration, as applicable, with respect to this tender.

**2. EOI fee & EMD:**

EOI Fee & EMD: The Bidder has to submit Non-refundable Tender Fees of Rs. 1500/- & Earnest Money Deposit (E.M.D.) of Rs. 5000/- in the form of Demand Draft in the name of “Gujarat National Law University” payable at Ahmedabad from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Ahmedabad/ Gandhinagar). in the separate sealed cover should be remitted along with the bid. Bid without Tender fees & E.M.D. will not be termed valid. In case of non-receipt of Bid processing fees & EMD as mentioned above your bid will be rejected by GNLU as non-responsive.

**3. Duration of the Project**

The expected duration of assignment is three months. Contract may be renewed based upon the performance and requirement.

**4. Assignment & Sub-Contract:**

The Agency shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the University.

**5. Prices, Taxes and Duties:**

The Bidder should quote firm prices/ rates taking into account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

**6. Taxes, labour laws and other regulations:**

The selected agency shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto.

**Confidentiality and Disclaimer**

All information supplied by the GNLU in connection with this EOI must be treated as confidential and, for the avoidance of doubt, all parts of the EOI are to be treated confidentially by the Bidders.

**7. Bid validity**

Bid submitted by the bidder shall remain valid for a period of 6 (Six) months from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED".

**8. Submission of Bid:**

The bid shall be submitted in sealed envelopes quoting reference number at the top of the envelope. The fee shall be enclosed with the Bid documents, in separate sealed envelopes, stapled with the packet containing Bid documents.

**9. Bid Evaluation:**

The Bidder will be evaluated based on the evaluation criteria.

**Conditional EOI:**

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the requirements of the Bidding documents shall not be considered.

**10. Contract Agreement:**

The successful Bidder shall be required to execute a Contract Agreement with GNLU on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The cost of stamp paper shall be borne by successful Bidder. GNLU reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

**11. Liquidated Damages:**

In the event of failure to provide service beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the total loss value of the contract will be deducted, subject to a maximum of 10%; alternately the order will be cancelled and the remaining service will be given to any other suitable agency at the risk and expense of the qualified agency.

**12. Force majeure:**

If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such

causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

**13. Interpretation:**

In the event of any difference in the interpretation of any of the clauses of the service contract and / or the documents, the clarification given by the Registrar of Gujarat National Law University, Gandhinagar shall be final and binding on the Parties.

**14. Exit Clause:**

GNLU can terminate the contract at any time i.e. during the contract period without giving any notice or citing any reasons.

**15. Settlement of Disputes:**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be referred for settlement to The Director, Gujarat National Law University, Gandhinagar and the award made in pursuance thereof shall be binding on the parties concerning to the arbitration.

**16. Any dispute whatsoever shall be subject to the jurisdiction of Gandhinagar Courts only.**

**17. IMPORTANT:**

- a) University may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. The University at its discretion may change the upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the agency will also be debarred from participation in future processes.
- c) The Agency need to submit a certificate during the opening of Technical Bids that they are not currently debarred or blacklisted in any state /national level organization or educational Institute/University.
- d) The University reserves the right to select the candidates for the course. The University may or may not allow outside candidates for the course.
- e) GNLU shall reserve the right to modify the rent.
- f) In case of any dispute, the decision of the Director of this University shall be final and binding on the Bidders.
- g) For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU, Gandhinagar.

## **SECTION-IV**

### **SCOPE OF WORK**

Gujarat National Law University library is a global library aiming to provide access to the world's legal literature. The library aims to reflect the complete world of scholarship and information. The library acquires, disseminates, preserve and provide services to the students, faculties and research scholars from 36000 print and huge number of electronic resources.

The library is a popular gathering place for users. The entire library building is covered by multiple wireless networks, well ICT infrastructure with internet facility to access PC, Laptops and Electronic resources. Library occupies largest wing in administrative building spread in four floors (2760 Square Meter). It provides huge space for reading, research, reference and interaction of print and digital literature resources with at a time 300 reading capacity. The fully air conditioned GNLU library provides a comfortable, inviting facility to its users.

The library is seeking proposal from interior designer space planning consultants to develop conceptual design and provide cost estimates for interior remodeling of the GNLU library. This would be a short term consultant project of three months.

This interior design is primarily expected to encompass seating, collection, stairs and wall display areas in the GNLU Library. This design includes space and furniture both. The collection size of GNLU library is 36,000 print volumes in form of textbooks, reference books, general reading, competitive exam preparation reading, journals, bound volumes of journals, law reports, and thesis. The design should be cost-effective and incorporate sustainable remodelling practices, somewhere making use of existing features, shelving, and furniture whenever feasible and desirable. Elements of the design should incorporate portability to allow for multi-use spaces to accommodate our collections and users. After all the library shall be an inviting, attractive and comfortable place.

Elements of the remodel with high priority may include but are not limited to:

- A floor plan designing. Library is spreader in four floors, and we want to design these floors to accommodate different-different types of print collections on each floor.
- Space redesigning for library's stack and reading purpose. Library stack where we want to accommodate all print resources.
- Designing of library's stack areas, we have total number of 36000 print volumes collections and we want to design the stack areas to accommodate these print collections in different ways. The library racks design includes racks colours, size, shape, and with quality materials.
- Special collections area for reference books, reference section.
- Selection and design for journals/magazines racks. This design includes colours and size and shapes
- Easily accessible high-use collection areas such as New Books, textbooks etc..
- A centrally located information display board visible to library users when they enter the main area of the library.
- A centrally located TV screen, visible to library users when they enter the main area of the library.
- Improved design of information desk: better use of space, more conducive to work flow.
- Space design for students personal belongings at the entrance of the library
- Public art walls, legal historical documents and pictures, photos display areas
- Space and wiring available for digital resources access.
- Carpet design for stairs up to fourth floor.

**SECTION- V**  
**PRICE BID FORMAT**

- 1) The Bidders shall quote consultancy fee in standard format.
- 2) If there is any lump sum amount, please describe what should be included in that lump sum.



**SECTION-VI**  
**APPLICATION FORM**

To,  
The Registrar  
Gujarat National Law University  
Attalika Avenue, Knowledge Corridor,  
Koba, Koba (Sub. P.O), Gandhinagar - 382426 (Gujarat), INDIA

**Subject:** EOI for Appointment of Interior Designer consultant for Library Space and Furniture Designing work

Sir,

Please refer to your EOI Notice No. PC-29 /2017 published in the newspapers Appointment of Interior Designer consultant for Library Space and Furniture Designing work. We are hereby applying for the same as per the details specified below:

<b>Bidder Details</b>	
Company/Agency Name	
Office Location	
Address	
City	
State	
Pin Code	
Telephone	
E-Mail	
Fax Number	
Website	

**Signature of the Authorised Signatory**  
**(With seal)**

**SECTION-VI**  
**DECLARATION**

1. I, ----- Son /Daughter of Mr. -----  
Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----  
----- am competent to sign this declaration and execute this document.
2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/We am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to the summarily rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the EOI document and papers submitted by my Bank is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

**Signature of the Authorised Signatory**  
**(With seal)**

Place:

Date: