



**GUJARAT NATIONAL LAW UNIVERSITY
(Established Under Gujarat Act No.: 09 of 2003)**

Tender Notice No: PC-09/2022

Date: 09/03/2023

Expression of Interest (EOI)

For

**Appointment of Architect
for Various works at Gujarat National Law University**

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NOTICE

Expression of Interest (EOI) for Appointment of Architect for Various works at Gujarat National Law University.

Tender document can be downloaded from <https://www.gnlu.ac.in/> by any interested eligible vendor. Technical and Financial bids are invited from the eligible firms/ companies.

DETAILS OF THE TENDER & KEY CALENDAR EVENTS

1	Tender Notice No.	PC-09/2022
2	Tender Inviting Authority	Registrar, Gujarat National Law University
3	Name of the Project	Expression of Interest (EOI) for Appointment of Architect for Various works at Gujarat National Law University .
4	Start of Issuance of Tender	Start of Issuance of Tender/02/2023 on https://www.gnlu.ac.in/
5	Pre-bid meeting	No pre bid meeting. Bidders have to send their queries to registrar@gnlu.ac.in
6	Last Date of Receipt of pre-bid queries on email	19/03/2023
7	Last Date and Time for Submission of Tender fee, EMD and Physical copy of Technical bid document	31/03/2023 up to 5:00 pm
8	Opening of technical bid at GNLU, Gandhinagar	03/04/2023 at 02:30 pm
9	Date and time for opening of financial bid	Will be intimated to eligible bidders
11	Place for submission of the bid proposal, the opening of technical & financial bid and Comprehensive Demo	Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba – 382426, Gandhinagar, Gujarat
12	Tender fees	INR 2,500/- (Non Refundable)
13	Earnest Money Deposit	INR 5,000/-

Note: - Bidders should visit the university's website (<https://www.gnlu.ac.in/>) for updates

1. INTRODUCTION

Gujarat National Law University invites interested parties to participate in this Expression of Interest (EOI) (this "Tender") for bidding and selection process for Appointment of Architect for Various works at Gujarat National Law University. Tender Documents can be downloaded from University website and for view, download and any other updates regarding this Tender, kindly check <https://gnlu.ac.in/GNLU/Tender>. Tender Fee & EMD shall be paid along with Tender Documents shall be submitted before the due date along with the original documents. The hard copy of Technical Bid, DD for Tender fee and Earnest Money Deposit (EMD) shall be sent to the Registrar, Gujarat National Law University, and Gandhinagar through Registered Post/Speed Post/Courier/Physical submission on or before latest by 31/03/2023, 1700 hrs.

The tender shall be addressed to The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar - 382426. The prescribed non-refundable tender fee, as mentioned in the tender document, should be sent by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

2. INFORMATION TO BIDDERS

2.1 Submission of bids:

Technical bid and Financial bid shall be submitted in separate sealed cover in the prescribed format as per the link given so as to reach the University at the office address by Regd. AD / Speed Post / Courier latest by 31st March 2023 in separate sealed envelopes duly marked "Technical Offer for Various works at GNLU" and "Financial Offer for Various works at GNLU" addressed to, The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar-382426, Gujarat, India (Gujarat State).

2.2 Overall bid evaluation process

The evaluation of bids shall be based on technical as well as financial considerations. A two-stage procedure, namely, a Technical Evaluation and a Financial Evaluation will be adopted for evaluating the bids as per the Quality cum Cost based Selection (QCBS) process as detailed in Section 2.7

2.3 General Terms and Conditions

- (1) Each bidder shall submit only one quotation.
- (2) The bidder should submit the tender fee amount (non-refundable) of Rs. 2500/- (Rupees Two Thousand Five Hundred Only) & Bid Security (Earnest Money Deposit) for an amount of Rs. 5000/-- (Rupees Five Thousand Only) in the form of Demand Draft from a Nationalized /Scheduled Bank, drawn in favour of Gujarat National Law University payable at Ahmedabad. Tenders submitted without EMD/Tender Fees will be disqualified.

2.4 Qualification criteria:

1. The bidder should be enrolled with Council of Architect , India and have a valid license to practice.
2. The bidder should have more than 25 years of experience as an architect.
3. Architect should have experience of working in academic institute for more than 3 years.
4. The bidder should have submitted Bid Processing fees of 2500 (Rupees Two 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.
5. The bidder should be registered for GST Registration as applicable. The copies of documentary evidence in support of this must invariably be enclosed with the offer.
6. The bidder should submit all supporting documents for above criteria with sign and stamp.
7. The bidder 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.
8. In case of any firm applying and not an individual, all the criteria will apply to partner/principal/director of the firm. However, the principal partner should have experience in the academic institute for at least 3 years.

2.5 Bid Preparation and submission

- (1) The proposals shall be submitted in English only.
- (2) The Proposal to be submitted shall have to be signed by the authorized signatories.
- (3) Bidders shall submit only one proposal and would stand disqualified if it takes part in more than one proposal.
- (4) Bidders should familiarize themselves with local conditions and take into account these conditions while preparing their Proposal.
- (5) Bidders shall bear all costs associated with the preparation and submission of their proposal including cost of site visits, if necessary.
- (6) The firm shall have to qualify the eligibility criteria on the basis of the documents to be submitted in Technical Bid for further short listing.
- (7) Each envelop so prepared should clearly indicate the name and address of the firm to enable the ‘Bid’ to be returned unopened in case it is received “Late” or beyond due date whatsoever the reason.
- (8) The copy of the Technical bid should be a complete document with Index, appropriate page numbered and signed with the company seal on each page and should be bound as a volume.
- (9) The bids received after the prescribed deadline shall not be accepted.
- (10) Clarification to Bid document/ Pre-bid query:
No pre bid meeting will be conducting. Clarifications to bid document/ Pre-bid queries, if any, may be requested by email at registrar@gnlu.ac.in latest up to 19/03/2023. Pre-bid query can be sent in the following format.

S. No.	Bid item reference No.	Nature of Query (Technical/ Financial/ General)	Query detail

- (11) Amendment/Cancellation of Bid document:

Gujarat National Law University reserves the right to cancel bidding process at any time without assigning any reason thereof and without any obligation to the Bidders. The University

may, if required, amend the bid document by issuing corrigendum/ addendum in writing and uploading in GNLU Website at any time prior to expiry of the deadline for submission of proposals. The corrigendum/ addendum so issued shall be binding on all the Bidders. The Bidders are required to visit the website periodically for all the updates. GNLU shall not be responsible for ignorance of the information by the Bidders.

Technical Proposal

While preparing the Technical Proposal, Bidders are expected to examine the bid document carefully. Providing inaccurate and incomplete information shall lead to rejection of a proposal. The Technical Proposal shall include all the information sought in prescribed formats along with the necessary supporting documents.

Financial Proposal

While preparing the financial bid, Bidders should strictly follow instructions provided for the same. Bidders must also take into account the requirements and conditions outlined in this bid document. Financial bid should provide consultancy charges in per centage in the prescribed format. The financial bid must be submitted as per the given format only. The submission of financial details in any other format other than the prescribed one will be disqualified.

Validity of the Proposal

The Proposal and price offered therein shall have to be valid for 60 days from the last date for submission of the Proposal. Bids with shorter validity period would be treated as non-responsive. In case the University wishes to extend the validity period of the proposal, so shall be done through mutual consultation.

2.6 Opening of Bids

Upon expiry of the deadline for submission of proposals, the Technical Proposal shall be opened as per schedule mentioned in bid document.

From the time the bids are opened to the time the contract is awarded, if any Bidder wishes to contact the University on any matter related to its Proposal, it should only be done in writing. Any effort by a firm to influence the University in the process of evaluation and/or comparison of its proposal or contract award decisions would result in rejection of the concerned Bidder's proposal.

Code of Ethics

The University, as well as the bidder, shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "The Prevention of Corruption Act, 1988", during the procurement or execution of such contracts. If the bidder(s) are found in Bid pooling, or act against law against fraud and corruption, then their firms may be black listed.

2.7 Evaluation of Bids

i. Preliminary Screening:

First, the envelope containing Tender fee and Earnest Money Deposit will be opened and if both are found in the prescribed manner, then second envelope containing technical bid documents shall be opened. At any stage during the evaluation, if the EMD is found invalid, the respective Bidder's bid will be summarily rejected.

The Tendering Authority will then undertake a preliminary evaluation of the technical bid to check compliance with the stipulated eligibility criteria as laid out in this document. In doing so, it would examine the completeness of the bid and verify, if it is duly signed or not and also whether or not the bid is generally in order.

ii. Technical bid Evaluation:

The Bidder shall have to fulfill all the prequalification criteria. The submitted documents will be scrutinized along with the Technical bid in this phase of evaluation. Those bidders who do not fulfill the terms and conditions as specified in this tender or whose Technical bid is nonresponsive will not be considered. A bid may be rejected at this stage if it does not respond to important aspects of the Terms of Reference.

Quality Cum Cost Based Selection (QCBS)

The evaluation of bids shall be based on technical quality as well as financial consideration through a Quality cum Cost based selection process outlined below:

A two-stage procedure will be adopted for evaluating the responsive bids, namely, a Technical Evaluation and a Financial Evaluation. The technical evaluation (including presentation) will have a weightage of 70% and the financial evaluation will have a weightage of 30%.

a. Technical Evaluation

Each responsive proposal will be given a Technical Score (TS). The firms shall be given marks out of 50 for the given parameters.

Technical Proposals of the Bidders would be evaluated for the clause-by-clause compliance of the technical specifications as mentioned in the Annexure-I: Proforma for Technical Bid. The Bidder should be ready with a presentation about their understanding of tendered work & showing the methodology of work plan. The Bidder has to remain present for the presentation to provide the required information to the Tender Committee, GNLU, Gandhinagar, on mentioned date, at no cost to GNLU.

A Committee entrusted with the responsibility of technical evaluation would mark the proposals accordingly. Along with the internal committee members, the University may invite external domain expert as evaluation committee member for the presentation. The Technical Committee would have the right not to declare/explain the specific details of its evaluation scheme to the bidders, however the structure of Technical evaluation shall be broadly as follows:

Sr. No.	Particulars	Maximum Marks
1	Number of years of Experience in Architect professions: <ul style="list-style-type: none"> ▪ Years > 30 years 15 mark ▪ Years > 25 years - 30 years 10 marks 	15
2	Presentation: Understanding of tendered work & showing the methodology of work plan & overall company profile.	35
	Total	50

GNLU reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation, GNLU may seek for clarifications from any or all Bidders.

The Technical Score (TS) is

TS = The sum of marks awarded to the bidder by the Technical Committee as above

b. Financial Evaluation:

The evaluation of the Financial bid will be of only those bidders who have qualified in the Technical Evaluation phase.

The bidder who has quoted the lowest consultancy charge (in per centage) will be assigned a score of 30 in the financial bid. Other bidders will be assigned a score relative to the score of bidder with the lowest quote as below:

$$FS = 30 * FI / F$$

Where: FS = The financial score of the Financial Proposal being evaluated

FI = The lowest consultancy charge of the Financial Proposal

F = The quoted consultancy charge of Financial Proposal under consideration

c. Consolidated QCBS Evaluation

The Combined Score (CS) of the QCBS shall be calculated as below:

$$CS = TS + FS$$

2.8 Award of Contract

Based on the QCBS, the combined score (CS) shall be used to rank the bidders. The bidder with highest combined score shall be awarded the contract. In the event that two or more bidders get the same combined score (CS), the bidder with higher technical score (TS) shall be awarded the contract.

The work must commence within a week of the signing of the contract. The decision of the university in matters relating to award of contract shall be final and binding.

2.9 Scope of work:

2.9.1 To understand the classroom specific requirement for teaching & learning and analyze the space available for designing one model classroom with all technological advancement available.

2.9.1 To analyze the space available and design a faculty members' lounge by understanding the needs the teaching staff.

3. GENERAL CONDITIONS OF CONTRACT

TENDER FEE

An amount of Rs. 2,500/- (Rupees Two Thousand Five Hundred Only) as tender fee (non-refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of "Gujarat National Law University", payable at Ahmedabad. Bids without Tender Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Bid document super-scribing Tender fee.

EARNEST MONEY DEPOSIT (EMD)

An amount of Rs. 5,000(Five Thousand Only) in the form of Demand Draft from a Nationalized /Scheduled Bank drawn in favour of 'Gujarat National Law University, Gandhinagar,' payable at Ahmedabad as EMD should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. Any bid without EMD will be summarily rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder, after 15 days from the completion of the tender process. EMD shall be valid for at least 45 days.

3.1 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.

3.2 Settlement of Disputes:

In case of any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, application, meaning scope of operation or effect of the service contract or the validity of the breach thereof, both the parties shall make every effort to resolve the same amicably by mutual consultations. If the Parties fail to resolve within 21 days of its occurrence, then the matter 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 Bidder. In case, if the bidder is not satisfied with the decision of the director, gnlu, any dispute whatsoever shall be subject to the jurisdiction of Gandhinagar Courts only.

PROFORMA FOR TECHNICAL BID

The Technical proposals to be submitted by the bidder shall contain the requisite information in the sequential manner with list of all supporting documents in support of their claim as prescribed below:

S. No.	Description	Details
1	Name of the Firm	
2	Contact details along with Email IDs, Phone Numbers	
3	PAN /Gol registration (Please attach copy)	
4	GST Registration No. (Please attach copy)	
5	Name of the Proprietor/Partner/Director	
6	Proposal validity of 60 days accepted (Y/N)	
7	Whether the bidder has agreed to all terms and conditions as mentioned in the bid document? (Y/N). Undertaking shall be submitted on the company letter head by its authorized signatory along with technical bid.	
8	Self-declaration that the bidder has not been blacklisted by any state/central government in India. (Y/N)	
9	Details of DD towards Tender fees a) Amount: b) D.D. No. c) Date of issue: d) Name of issuing bank	
10	Details of DD towards EMD a) Amount: b) D.D No: c) Date of issue: d) Name of issuing bank	

Note: Please attach necessary support documents

FINANCIAL BID

Sr. No.	Particular	Amount
1	Consultancy charges (in per centage)	

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 tender document.
- 2) I have carefully read and understood all the terms and conditions of the tender 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 rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- 5) Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Authorized Signatory

(Seal of the Company)