

# GUJARAT NATIONAL LAW UNIVERSITY

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



Gujarat National Law University

## NOTICE INVITING Expression of Interest (EOI) for Supply of Stationary Items- Rate contract (3<sup>rd</sup> Attempt)

### Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba

Gandhinagar – 382 426 (Gujarat), INDIA.

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Visit us: <https://www.gnlu.ac.in>

## EOI Notice No. PC-17/2018

### 1. EOI Notification:

Gujarat National Law University (GNLU), Gandhinagar, invites sealed EOI offers from eligible, reputed agencies/manufacturer/proprietors/firms and/or their authorized dealers for Supply of stationary Items- Rate contract (3<sup>rd</sup> Attempt) at GNLU, Gandhinagar.

EOI documents may be downloaded from <https://gnlu.ac.in/GNLU/Tender> by any interested eligible agency/ manufacturer/proprietors/firms. The prescribed non-refundable EOI fee, as mentioned in the EOI document, should be sent with your offer by DD in favor of "Gujarat National Law University", payable at Ahmedabad". Any subsequent amendments in the EOI documents will be available on above mentioned website.

Duly filled-in EOI documents may be submitted to the Office of the Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382 426, Gujarat, India by speed post/RPAD or by hand, on or before 15<sup>th</sup> October, 2018 up to 05:00 PM.

1.0	NAME OF WORK	EOI for Supply of Stationary Items- Rate contract (3 <sup>rd</sup> Attempt)
2.0	Estimated Cost of Annual Supplies	₹ 10,00,000/- (Approx. Yearly transaction)
3.0	EOI Fee	₹ 1,000/- (Non Refundable)
4.0	Earnest Money Deposit (EMD)	₹ 10,000/-
5.0	Date of issue of Online EOI	03 <sup>rd</sup> October 2018 on <a href="https://gnlu.ac.in/GNLU/Tender">https://gnlu.ac.in/GNLU/Tender</a>
6.0	<b>Last Date for submission of Tender documents</b>	<b>15<sup>th</sup> October, 2018</b>
7.0	Last date for receiving hard copy of all the EOI documents along with Fees & EMD	15 <sup>th</sup> October, 2018 up to 05:00 PM
8.0	Address for Communication, Queries and Submission of filled EOI documents.	The Registrar, Gujarat National Law University Attalika Avenue Knowledge Corridor, Koba, Koba (Sub. P.O), Gandhinagar 382 426 Gujarat, India.

- Separate DD for Prescribed EOI Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this EOI document. Offers received without them will be rejected. No exemptions.
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the EOI offer are described in this EOI document.
- Do not change this EOI document. Any change/s made in the EOI document by the vendor/bidder will lead to disqualification and rejection.

## **2. Eligibility Criteria for the bidder:**

1. The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities, Corporate Firms as follows:-
  - Three similar completed works costing not less than ₹ 4,00,000/-(the amount equal to 40% of the estimated cost); or
  - Two similar completed works costing not less than ₹ 5,00,000/-(the amount equal to 50% of the estimated cost); or
  - One similar completed work costing not less than ₹ 8,00,000/-(the amount equal to 80% of the estimated cost).
2. The firm/manufacturer/dealer should have GST/Service Registration and PAN Number (submit copy of GST Registration Number and PAN Card). The documentary evidence as mentioned above against each condition in support of the criteria as above to be furnished by the Bidder.
3. Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year and current year, should be at least 100% of the estimated cost.
4. In addition the bidder is required to submit information along with documentary support in respect of the following:
  - Annual Turnover for last 3 years (Submit Audited Annual Report/Financial Statements along with IT Returns).
  - Details of PSUs/Government Client (submit Certificate of Performance).

### **3. GENERAL TERMS AND CONDITIONS**

- (1) **EOI Fee:** An amount of ₹ 1,000.00 (Rupees One Thousand only) as EOI 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 EOI Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EOI fee.**
- (2) **Earnest Money Deposit (EMD):** An amount of ₹ 10,000.00 (Rupees Ten Thousand only) in the form of Demand Draft drawn in favour of “Gujarat National Law University”, payable at Ahmedabad as **E.M.D. 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 EOI process. The EMD of successful agency awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected agency after award of contract, fails to execute the same.
- (3) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. EOI Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The FIRMS may either bid directly or authorize their Country/Regional/State Distributors/Dealers/Agencies, to quote with valid authorization certificate, capability to sale and service of the products.
- (4) **PERIOD OF CONTRACT:** This agreement shall be valid initially for a period of 12 (Twelve) Months extendable for further period/s at the same terms and conditions of the original Agreement subject to satisfactory performance certificate during contract period from user department of GNLU.
- (5) **Acceptance of EOI:** The Authority of Gujarat National Law University, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire EOI bids received without assigning any reason thereof. The authority may also decide to empanel more than one firm/s or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the EOI. This is in view of the spectrum of products available in the market, requirements of the University.
- (6) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (7) **Service/Supplies:** Response Time should be less than 24 (Twenty four) hours on the same business day.
- (8) **Conditional Offer** will not be accepted.
- (9) **Amendment of Bidding Documents (Corrigendum):** At any time prior to the deadline for submission of bids, GNLU may modify the bidding documents. The corrigendum will be published

on website <https://gnlu.ac.in/GNLU/Tender> In order to allow prospective bidders reasonable time and to take into consideration the amendments, while preparing their bids, GNLU, at its discretion, may extend the deadline for the submission of bids.

- (10) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- (11) The benefit of any downward price revision (revision on account of taxes, Government/budget/financial policy/ies, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the selected Firm/Supplier.
- (12) **Past Performance of the agency will be judged at the time of Technical Evaluation.**
- (13) **The University does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee.
- (14) The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the agency in future.
- (15)
- **The person/officer signing** the EOI/bid documents should be authorized by the Chief Executive Office/Managing Director / Proprietor / Partner of the Company to sign such documents.
  - **Opening of Price Bids:** The Price Bid(s) of only those agency(s) who are found technically qualified will be opened by the GNLU officials.
  - Bidder or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
  - GNLU will inform/communicate only to the shortlisted/selected bidders for technical and financial bid opening, if required or deems fit to.

(16) **IMPORTANT:**

**This is Expression of Interest (EOI) notice and as per CVC guidelines, price bids of only shortlisted/selected bidders will be considered for opening. Price bids are required to be submitted along with the complete application, only for the administrative convenience.**

- University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
- Bidders are required to submit the bids along with the brand names, specification etc. for better comparison. The University reserve its rights to choose, select, specify brands and specifications and may also ask the shortlisted bidders to submit revised rates if necessary.

- Purchases will be made only after the approval of the brand, specification, and quality, look etc. necessary features by the user department with respect to the item mentioned herein and also other than mentioned on the basis of the need.
- A bid submitted with false information will not only be rejected but also the FIRM/agency will be debarred from participation in future EOI process.
- The FIRMs/Agency need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in any state level/national organization or educational institute/university.
- In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
- For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU.

#### **4. SPECIFIC TERMS RELATED TO RATE CONTRACT**

1. The bidder/firm, preferably be operating from Ahmedabad, Gandhinagar. Alternatively, the bidder/firm should have operational, functional agency, office, supply store, logistic arrangement etc. to ensure the supplies on time and urgency. Failing to supply the items may lead to termination of the rate contract.
2. The bidder/s will be required to provide/supply samples of items quoted for approval/selection. Price bids of the shortlisted bidders whose samples are approved will be considered for rate contract.
3. The university reserves its right to ask/inform the bidders and also to give more opportunity to provide another sample/s of item/s not approved during the process and may/may not allow the bidder to re-submit the revised price bid/s.
4. The university may require, ask to provide samples, place order for items, not listed herein but fall under the category of stationary item/s. However, the price for such item/s will be mutually determined.
5. It shall be the responsibility of the supplier/firm to pay all taxes and levies to the government from time to time and ensure to keep all documents up-to-date.
6. The vender should read carefully the EOI notification before submitting the final bids, the rates for Stationery shall remain unchanged for one year period.
7. The successful bidder shall have to enter into an agreement with the University embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
8. Successful bidder will have to provide items within 07 days from the date of receipt of the order along with a signed copy of agreement.
9. The period of contract shall be of 01 (One) years duration from the date of signing of the agreement. This duration can be extended for further period/s on the basis of performance or In case of

unsatisfactory services, the university reserves the right to cancel the rate contract with short notice without assigning any reason whatsoever.

10. The bid shall be in a sealed envelope super scribing 'EOI Notice No.PC-17/2018 Supply of Stationary Items' (3<sup>rd</sup> Attempt).
11. In case of any dispute, Director, GNLU Gandhinagar shall decide the issue and his decision will be final and shall be binding on the parties.
12. Payment shall be made on monthly basis within 15 days after the receipt of bills/delivery Challans/invoice/s.

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

**5. PROFORMA FOR FINANCIAL BID**  
**(In sealed cover-II superscribed "Financial Bid")**

SR	Item Name	Particular/s, Brand/Make	Estimated Annual Quantity*	Rate (Rupees)	Remarks, if any
1	Ball Pen	Cello/montex/flair	4000		
2	Gader file (Spring)		1500		
3	Box File		1000		
4	Plastic File		500		
5	Voucher file		200		
6	Full Scape book		500		
7	Register (Binded)	1 Quire, 2 Quire, 3 Quire, 4 Quire	300		
8	Stapler	No 10, No 10 D, No 24/6, 23S17	100		
9	Push Pin		100		
10	Punching Machine	480, 600, 800	50		
11	Stapler Pin	No 10, No 24/6, Big	200		
12	Stapler Remover		30		
13	Stop watch		30		
14	Copier Paper	A4	1500		
15		A3	10		
16	Supplementary		Need base		
17	Envelope	White, yellow, Green, Non GNLU (A4,A3)	7000		
18	Scale	12'(plastic & Steel)	40		
19	L' Shape folder		2000		
20	Sheet Protector	Thin, Thick	100		
21	Scissor	Small & Big	70		
22	Duster (White Board)		100		
23	Paper cutter	Small, big	50		
24	Glue Stick		150		
25	Calculator		50		
26	Plastic Strip File		50		
27	Button Folder		2000		



28	Tap Roll	0.5', 1', 2', Brown & Transparent (Cello etc.)	500		
29	Sketch Pen Set		60		
30	White Board Marker Pen		400		
31	White Board Marker Ink		100		
32	Whitener		50		
33	Permanent Marker		150		
34	Pencil Box		300		
35	Binder Clip		150		
36	Visiting Card Album		10		
37	Cello Tap Dispenser		15		
38	Post it tag	3*3 & Flags	100		
39	Red & Green tag				
40	Stamp Pad	Medium, Big	30		
41	Stamp Pad Ink				
42	Chart Papers		500		
43	Pen Drive	8, 16, 32 GB	100		
44	Highlighter		100		
45	White Board		Need base		
46	U Pin		50		
47	T Pin				
48	Office Pin		10		
49	Pencil Cell		800		
50	Index Separator	1 to 12, 1 to 20, 1 to 31, A to Z	500		
51	Leather Folder		1500		
52	Ledger Paper	A4	Need base		
53	White ink Pen		Need base		
54	White ink Tap		Need base		
55	Eraser		100		
56	Sharpener		50		
57	Khadi Folder		Need base		
58	Writing Pad	General, Spiral	2000		
59	Plastic Dori		Need base		
60	Flap Board		Need base		
61	Acrylic V Name Plate		50		

62		Small			
63	Memento	Medium	500		
64		Big			
65	Call Bell		50		
66	Leather Bag		250		
67	Rubber band		10		
68	CD R		50		
69	DVD R		50		
70	Pen Stand		50		
71	Office Tray		Need Base		
72	Dumper		Need base		
73	Butter Paper		Need Base		
74	Sticker Sheet		6000		
75	Paper Weight		30		
76	Trophy / Award		Need Base		
77	Degree Folder		Need Base		
78	Office Diary		200		

\* The above mentioned requirements are tentative. The quantity may increase/decrease as per requirements. Some of the items may require prior approval of the samples by the concerned user department. PRICE revision based on specifications/samples approval may be allowed for/after rate contract.

**Important:** The University if it deems fit may award rate contract considering the common item/brand, specifications etc. if difficulty arises in comparison between brands, specifications etc.

## 6. APPLICATION FORM

To,  
 The Registrar  
 Gujarat National Law University  
 Attalika Avenue, Knowledge Corridor,  
 Koba, Koba (Sub. P.O), Gandhinagar – 382 426 (Gujarat), INDIA

**Subject:** EOI for Supply of Stationery Items– Rate Contract (3<sup>rd</sup> Attempt)

Sir,

Please refer to your EOI Notice No.PC-17/2018 published in newspaper/s, EOI for Supply of stationery items– rate contract at GNLU. We are hereby applying for the same as per the details here under:

<b>Manufacturer/Agent Details</b>	
Manufacturers / Agent Name:	
Status: (Proprietorship / Partnership / JV / Company etc.)	
Firm/Vendor / Contractor Type: (Service Provider / Supplier / Supply-cum-Service Provider)	
Office Location:	
Contact Person:	
Address:	
City:	
State:	
Telephone:	
E-Mail:	
Pin Code:	
Fax Number:	
Website:	

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

**5. Required Details:****Tax Details**

PAN No.:		Company TAN No.:	
ESI No.:		ESI Reg. Date:	
PF No.:		PF Reg. Date:	
ECC No.:		ECC Reg. Date:	

**Note:** Please enclose copy of the applicable, relevant documents. Failing the same may lead to the rejection of the bid.

**Financial Details (Income Tax Return) and Balance Sheet**

Financial Year	Turn Over in Lacs	Profit in Lacs	Remarks
2017-18			
2016-17			
2015-16			

**Note:** Please enclose the Audited Annual Accounts along with the IT Return, tax clearance certificate etc. For the last three financial years. Failing the same may lead to the rejection of the bid.

**Experience details as per requirement of EOI**

Sr. No	Name of the Customer	Address of the Supplies	Starting Date of Contract	Completion Date of contract	Value of the project in `
1					
2					
3					

Note: Submit the copy of purchase order/s indicating the supplies value, customer contact details, Completion certificate, customer satisfaction certificate etc.

- Please mention only those projects which meet the criteria of eligible bidder.

Sr. No.	Item	Amount (In `)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

**Note:** - Make sure that the documents are in the same as order as the above list.

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

**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 EOI 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 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 Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

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

Place:

Date: