

# GUJARAT NATIONAL LAW UNIVERSITY

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

**Tender Notice No: PC- 08/2019**



## **Tender for Supply of Office Furniture at GNLU**

### **Gujarat National Law University**

Attalika Avenue, Knowledge Corridor, Koba

Gandhinagar – 382 426 (Gujarat), INDIA.

Phone No. : +91-79-23276611/23276612

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

## 1. Tender Notification:

Gujarat National Law University (GNLU), Gandhinagar, invites sealed tender offers from eligible, reputed Registered Khadi Gramodhyog Mandalis, Manufacturers and/or their authorized dealers for Supply of Furniture at GNLU, Gandhinagar as specified in Schedule of Requirement of this tender.

Tender document may be downloaded from <https://gnlu.ac.in/GNLU/Tender> by any interested eligible vendor. The prescribed nonrefundable tender fee, as mentioned in the tender document, should be sent with your offer by DD in favor of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the tender document will be available on above mentioned website.

Duly filled-in tender 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 on or before 13<sup>th</sup> May, 2019 by 05:00 PM.

1.0	NAME OF WORK	Supply of Furniture at GNLU, Gandhinagar
2.0	Estimated Cost of Work	₹ 14,00,000/-
3.0	Tender Fee	₹ 2,500/- (Non Refundable)
4.0	Earnest Money Deposit (EMD)	₹ 25,000/-
5.0	Date of issue of Online Tender	02 <sup>nd</sup> May, 2019 on <a href="https://gnlu.ac.in/GNLU/Tender">https://gnlu.ac.in/GNLU/Tender</a>
6.0	Last date for receiving hard copy of all the tender documents along with Tender Fees & EMD	13 <sup>th</sup> May 2019 up to 05:00 PM
7.0	Technical Tender Opening Date	14 <sup>th</sup> May, 2019
8.0	Opening of Financial/Price Bid	15 <sup>th</sup> May, 2019
9.0	Address for Communication, Queries and Submission of filled tender document.	The Registrar, Gujarat National Law University Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426 Gujarat, India.

- Separate DD for Tender Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this tender document. Offers received without them shall be rejected.
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the tender offer are described in this tender document.
- Any change/s made in the tender document by the vendor will lead to disqualification. Such offers shall be rejected.

■ Eligibility Criteria for the bidder:

- ❖ 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 as follows:-
  - Three similar completed works costing not less than ₹ 6,00,000/-[the amount equal to 40% (approx.)of the estimated cost];  

or
  - Two similar completed works costing not less than ₹ 7,00,000/- (the amount equal to 50% of the estimated cost);  

or
  - One similar completed work costing not less than ₹ 12,00,000/-[the amount equal to 80% (approx.) of the estimated cost].
- ❖ Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, shall be 1.00 Crore.
- ❖ Bidders shall have Certificate of Registration under various Statutory Acts required to carry out the business, the bidder shall take up the responsibility arising out of any Statutory Act. The University will not bear any liability for the same.

## **2. Terms and Conditions:**

- (1) **Payment Terms:** Payment shall be made on completion of satisfactory completion of the work.
- (2) **Warranty/Guarantee & Comprehensive Maintenance:** **Three** (03) years onsite comprehensive warranty from the date of successful installation/supply. The successful bidder shall provide the comprehensive maintenance including replacement of parts and ensure proper working of the items during Warranty/Guarantee period.
- (3) **Security Deposit:** An amount of 10% of the quoted tender amount shall be paid in the form of FDR towards performance guarantee and the same shall be released over a period of three years on successful completion of the Warranty/Guarantee period.
- (4) **Delivery & Installation:** Items shall be supplied and installed within 20 days from the date of receipt of the Purchase Order.
- (5) **Sample:** Prior to the supply of the furniture, the supplier shall have to provide samples of required items to the authorities of the University at its own cost. As per the approval of the sample the supplier has to supply the requisite furniture in specified time limit.
- (6) **Tender Fee:** An amount of ₹ 2500.00 (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 Technical Bid document super scribing Tender fee.**
- (7) **Earnest Money Deposit (EMD):** An amount of ₹ 25,000/- (Rupees Twelve Five 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 tender 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.
- (8) **Price:** The price shall be **quoted in Indian Rupees only**, including delivery at site. This shall be inclusive of all taxes, and **summary cost** of total implementation.
- (9) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. Tender Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The OEMs 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.

- (10) **Acceptance of Tender:** 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 tender bids received without assigning any reason thereof. The authority may also decide to empanel more than one OEM 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 tender. This is in view of the spectrum of products available in the market, requirements of the University.
- (11) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (12) **Service:** Response Time should be less than 24 (Twenty four) hours on the same business day.
- (13) **Installation and Commissioning:** Free of cost at Gujarat National Law University, Gandhinagar.
- (14) **Conditional Offer** will not be accepted.
- (15) **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 to take into consideration the amendments while preparing their bids GNLU, at its discretion, may extend the deadline for the submission of bids.
- (16) **Period of Validity:** Bids shall remain valid for acceptance for a period of 30 days from the date of opening of the price bid.
- (17) The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the selected OEM/agency.
- (18) **Past Performance of the agency will be judged at the time of Technical Evaluation.**
- (19) **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.
- (20) 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.
- (21) **The person/officer signing** the tender/bid documents should be authorized by the Chief Executive Office/Managing Director / Proprietor / Partner of the Company to sign such documents.
- (22) **Opening of Price Bids:** The Price Bid(s) of only those agency(s) who are found technically qualified will be opened.

(23) **IMPORTANT:**

- a) 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.
- b) A bid submitted with false information will not only be rejected but also the OEM/agency will be debarred from participation in future tendering process.
- c) The OEMs/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.
- d) In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
- e) For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU.

- (24) The Bidder shall bear all the costs associated with the preparation and submission of its bid, GNLU in no case will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

**Proposals after due time period shall not be accepted.**

Please address all queries and correspondence to:

**The Registrar,  
Gujarat National Law University (GNLU),  
Attalika Avenue, Knowledge Corridor, Koba,  
Gandhinagar-382 426, Gujarat, India**

## Annexures (A to E)

### Annexure –A: Details of Bidder/Other Details:

- 1) Name of the Bidder:
- 2) Status of the Bidder: (attach documents, if registered company/partnership/proprietorship)
- 3) Details of key top official/authorized official: (attach details)
- 4) Enclose the following documents;
  - a) Attested copy of PAN Card, GST Registration Papers
  - b) Signed Copy of the Tender Document, with Firm/Company seal, agreeing to the terms & conditions & declaration.
- 5) Bid Processing Fees & Earnest Money Deposit Details

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

- 6) **Financial strength of the Bidder:** (Please Submit details as per following format. Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department copies to be attached.)

Financial Year	Assessment Year	Turnover (Rs. In Lakhs)
2014-2015	2015-2016	
2015-2016	2016-2017	
2016-2017	2017-2018	

- 7) **Work Experience Details:**

Experience details as per requirement of Tender					
Sr. No	Name of the Customer	Address of the Installation	Starting Date of Project	Completion Date of the Project	Value of the project in ₹
1					
2					

Note:

- Submit the copy of purchase order indicating the project value, customer contact details, customer completion certificate, customer satisfaction certificate etc.

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

7) **Office in Gujarat (Ahmedabad/Gandhinagar):** ( Please Submit details as per following format)

Sr. No.	Address	Contact Person	Contact Nos.
1			
2			

Note: Please fill this form and submit the supporting documents. Failing the same may lead to the rejection of the bid.



## Annexure – B: Financial BID

Sr. No.	Particular	Qty.	Unit	Unit Rate (Inclusive of all Taxes)	Total Amount in (₹)
1	<b>Executive Chair</b>				
	<b>SPECIFICATION:</b> Medium back Executive revolving chair Made from centre tilting mechanism, 40d u-foam, hydraulic mechanism, with twin wheel castor with good quality Rexine in seat and back 5 base metal stand with backrest symmetrical lumber support and Glass Fibre Nylon with ABS/ Nylon Twin Caster Wheels Minimum 5 Nos, of 50 mm Size and arm material 19 mm (+/- 2 mm) ROUND pipe with cushion. Colour and other minor changes as per sample approved and as directed by University Authority.	3	Nos.		
2	<b>Visitor Chair</b>				
	<b>SPECIFICATION:</b> Made with High Plastic Mould Heavy Duty Plastic chair with 4 leg support of square pipe. Colour and other minor changes as per sample approved and as directed by University Authority.	30	Nos.		
3	<b>Visitor Chair</b>				
	<b>SPECIFICATION:</b> Structure with cushion (40d u-foam) on seat and back “A” type with CRCA ERW round pipe 16 SWG 30 mm round pipe and fabric thickness 250 Gram per Sq Meter. Colour and other minor changes as per sample approved and as directed by University Authority.	41	Nos.		
4	<b>Clerical Chair</b>				
	<b>SPECIFICATION:</b>	35	Nos.		

	Revolving chair Made from center tilting mechanism, 40d u-foam with 12mm BWR grade ply seat, hydraulic mechanism, with twin wheel castor with good quality Rexine in seat and back 5 base metal stand. Colour and other minor changes as per sample approved and as directed by University Authority.				
5	<b>Class Room Chair</b>				
	<b>SPECIFICATION:</b> Table top desk 18 mm thick prelaminated Particle Board, metal bag space, round pipe structure with cushion (40d u-foam) on seat and back “A” type. With Foldable Writing pad on One side and Arm on other side material used 290 GSM Cloth Fabric. Colour and other minor changes as per sample approved and as directed by University Authority.	65	Nos.		
6	<b>Table with Drawers &amp; Partition</b>				
	<b>SPECIFICATION:</b> Office Cubicles, 18mm Prelam Board, Height – 48”, Depth – 24”, Length – 48”, Table Top Size 46’X23”, Right Side Three Drawer with Separate good quality Lock & Handle, Keyboard tray in Middle Side with Movable Channel, Left Side Mobile Drawer & CPU Compartment, PLB Board Totally Covered by Moulding Patti. Colour and other minor changes as per sample approved and as directed by University Authority.	6	Nos.		
7	<b>Simple Table</b>				
	<b>SPECIFICATION:</b> 18mm Prelam Board, Height – 48”, Depth – 24”, Length – 48”, Table Top Size 46’X23”, Right Side Three Drawer with Separate good quality Lock & Handle, Keyboard tray in Middle Side with Movable Channel, Left Side Mobile Drawer & CPU Compartment. Colour and other minor changes as per sample approved and as directed by University Authority.	12	Nos.		
8	<b>Library Table</b>				
	<b>SPECIFICATION:</b> 18mm Prelam Board with Leg support on both side, size 5 x 3.5 ft. Colour and other minor changes as per sample approved and as directed by University Authority.	5	Nos.		
9	<b>PLB Storage</b>				
	<b>SPECIFICATION:</b>	19	Nos.		

	Made of PLB material, with adjustable 4 partition with good quality lock, Size 5 x 2.5 ft. Colour as per choice of the buyer.				
10	<b>Iron Storage</b>				
	<b>SPECIFICATION:</b> M.S sheet conforming to commercial quality CR- 1, Grade 340 of IS 513:2008 (reaffirmed 2013) (Fifth Revision) Amdt. No.1 with Three Way bolting device controlled by 6 lever lock, Size 78 x 34 x 18 inches. Colour and other minor changes as per sample approved and as directed by University Authority.	3	Nos.		
11	<b>Library Rack</b>				
	<b>SPECIFICATION:</b> Sloted Angle Rack (size 72" X 36"x18") 14 guage Angle 20 guage, Shelf-6 LH/RH side 3/4 M.S. Patti. Colour and other minor changes as per sample approved and as directed by University Authority.	50	Nos.		
12	<b>Table Set</b>				
	<b>SPECIFICATION:</b> Made of PLB material, One side Two drawer & Cabinet, Other side one Drawer & CPU, size Main table of size 5 x 2.5 ft. with Side table of size 4 x 2.5 ft, having height 2.5 ft with 36 mm thick top, Good quality Lock & Key, Good quality Key board slider. Colour and other minor changes as per sample approved and as directed by University Authority.	13	Nos.		
<b>Total Amount</b>					

**Note:**

Details of applicable taxes as applicable on the basis of nature of work, service must be provided in the price bid itself. The price bid shall be evaluated on the Total Value inclusive of Taxes, Delivery, Installation, and Commissioning. No extra costs payable over and above the total value.

The Bidders may add/delete rows, if required for furnishing full details and comparability of bids.

**Annexure – C:****APPLICATION FORM**

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

**Subject:** Tender for Supply of Furniture at GNLU.

Sir,

Please refer to your Tender Notice No. PC: 08/2019 published in the newspapers for Supply of Office Furniture at GNLU. We are hereby applying for the same as per the details specified below:

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

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

**ANNEXURE – D 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.

(Seal of the Bidder)

(Signature of bidder with seal)

Name.....

Seal.....

Address.....

Phone No.....

Fax No.....

E-mail.....

Place:

Date:

**Annexure E – Check-List for Submission of Tender**

Sr. No.	Document	Yes/No
1	Tender Processing Fee Demand Draft	
2	EMD Demand Draft	
3	Details of Bidders and Other Details (Annexure-A)	
4	Financial Details- Audited Balance Sheet, IT Returns of the last three years (Annexure A)	
5	Office in Gujarat (Ahmedabad/Gandhinagar)	
7	Financial Bid (Annexure-B)	
8	Application Form (Annexure-C)	
9	Declaration (Annexure-D)	
10	Enclosed original tender document and other enclosures with seal & authorized signature on each page.	
11	Any other additional document	