



Gujarat National Law University

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

Tender Ref. no. PC-04/GNLUS/2024

Date:26/09/2024

**Notice for
Registration/Empanelment of
Vendors/Suppliers for the Execution
of various works in Gujarat National
law university (GNLU) at Silvassa**

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in).

NOTICE

Gujarat National Law University, Silvassa inviting sealed applications for empanelment of contractors/vendors of repute having presence in Silvassa for various works related to Taxi Services/Painting Works/Tiles & Minor Civil Works /Electrical Works /ICT Networking (Supply, Installation and Maintenance) etc. required in Gujarat National Law University, Silvassa premises at Silvassa. Last date of submission of bids is 14/10/2024 by 5:00 pm. Any addendum / corrigendum to this advertisement shall be published on University website only. Please visit the website (<https://www.gnlus.ac.in/>) carefully before submission of bids.

Bid Document Fee/ Tender processing Fee (Non-refundable)	Rs. 2500/- (Rupees Five Thousand only) by way of DD from any Nationalized bank drawn in favor of the Registrar , Gujarat National Law University Payable at Silvassa
--	--

The last date for submission of application is 14/10/2024 up to 05:00 p.m. Application (s) received after last date of submission will not be considered.

1. **Date of Issue of Notice Inviting Application:** 26/09/2024 at 15:00 hrs
2. **Last date of submission of Notice Inviting Application:** 14/10/2024 at 05:00 p.m.
3. **Date of Opening of Application** : 15/10/2024 at 15:00 hrs

The prescribed document inviting application and the relevant terms and conditions can be downloaded from the official website of GNLU, Silvassa (www.GNLUS.ac.in).

The interested Contractors/Vendors should submit their application in the prescribed formats for Technical Bid (Annexure 'A') strictly following the Terms and conditions (Annexure 'B') after signing each and every tender paper along with the seal / stamp of the Agency in sealed envelopes, it as "**Application for Empanelment of CONTRACTOR/VENDORS FOR VARIOUS WORK AT GUJARAT NATIONAL LAW UNIVERSITY SILAVSSA ("Nature of Work/Category")**" and shall be submitted in the office of the Deputy Registrar, Gujarat National Law University, Silvassa Campus, Sachivalaya, Secretariat Building, Amla, Silvassa, Dadra & Nagar Haveli - 396230 DNHDD, INDIA. before closing date and time as mentioned above. Quotations received after the closing date & time.

- The Authority reserves the right to empanel the agency for all or some of the vehicles.
- The Authority reserve the right to postpone and / or extend the date of receipt / opening of Application or to withdraw the same, without assigning any reason thereof

CATEGORY WISE LIST OF ITEMS / WORK

Sl. No	Category	Category Code	Particulars of Items
1	Office Stationeries & Others	001	All types of Office Stationeries like A4, A3 Paper, Label Sheets, Hole Guard, Numbering Machine, Note sheets (Legal Size: printed or plain), Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Dispatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Colored Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationary items etc.
2	Sanitation Items	002	Health Faucet & Jet Spray, Cistern Flush Tank, Toilet Seat Cover, Wash Basin, Wash Basin Faucet, Hand Shower, Overhead Shower, Bathtub, Phenyl, Colin, Acid, Naphthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand washes, Soaps, Gloves & allied sanitary items etc.
3	Electronic Items	003	LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water Cooler, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound & Mike System, Washing Machine, etc.
4	ICT Networking (Supply, Installation and Maintenance)	004	Desktop Computer, Laptop computer, Tablet of HP/ Dell/ Samsung/ Lenovo or Equivalent Make, HP/Samsung/ Canon or Equivalent Make Printer, Photocopier Machine Both Black & White / Coloured, Scanner, Software, Antivirus, UPS, UPS Battery, Server, Firewall Modem, Pendrive of Sony or Equivalent Make, Fax Machine, EPABX, Digital Podium, Toner, Printer Cartridge etc. B & W and Colour Toner for Photo Copier Machine of Canon & Ricoh Make, B & W and Colour Printer Cartridge for HP, Canon Make LaserJet/ Multifunction Printers, etc
5	Audio Visual Equipment	005	Audio Visual system for Conferencing, Audio Visual Equipment for Auditorium, LED/LCD Projector, DLP Projector, Mobile/ Pocket Projector, Projector Screen of Godrej / Sony / Samsung/ Bosch or Equivalent Make
6	Painting Materials and Works	006	All types of painting materials including with putty, primer, etc. and with labour, etc. Painting work at hostels, Campus, etc.
7	Office Furniture	007	All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal, Podium etc.
8	Electrical	008	Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geyser, Inverters,

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in)..

	Installation and Accessories		Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items etc.
9	Sports & Gym Equipment	009	All fitness Equipment and Sports Equipment.
10	Event Management	010	To arrange Light, Sound System, Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc. On programmes & functions organized by the University from time to time
11	Medicines	011	All types of medicines for University dispensary.
12	Taxi Services	012	Transport services for the campus during events, visits and other purposes
13	Aluminium Works (Supply and Installation)	013	Aluminium doors, partitions, Nails, screws, bolts, catches, drawer pulls, knobs, Door closers, Door stoppers, sliding rails, hinges, sofa legs, lifters, backrests, springs, gun nails, foot codes, connections, activities, fastenings, baskets, and decorations, Glass fitting, etc
14	Carpenter works and material supply	014	Nails, screws, bolts, catches, drawer pulls, knobs, Door closers, Door stoppers, Bed repair, Soap stans, Hangers, sliding rails, hinges, sofa legs, lifters, backrests, springs, gun nails, foot codes, connections, activities, fastenings, baskets, and decorations, Glass fitting, etc
15	Tiles & Minor Civil Works	015	All types of Civil works including with plumbing, etc and Tiles work at Hostels and Campus.

Gujarat National Law University – Silvassa Campus reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

TECHNICAL BID: Application Form for Registration

Vendor Registration/2024

Category _____ Category Code _____

1. Name of the Organization _____

2. a) Head Office / Registered Office _____

Telephone No/mobile _____

No.Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

Branch Office in Silvassa, if any _____
(Provide Complete Address)

Telephone No. _____

Fax No./Email _____

3. Name of Chief Executive / Proprietor _____
/Partners with Designation

Telephone No./Mobile _____

No.Fax No./ Email _____

4. Name of Contact Person _____

Telephone No./Mobile _____

NoFax No./Email : _____

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in)..

5. Type of Organization**Documents to be enclosed**

- a) Proprietary Trade License
- b) Partnership Partnership Deed / Trade License
- c) Private Limited Company Memorandum of Article
- d) Public Limited Company Certificate of Registration / Trade License
- e) Public Sector Trade License

a. Nature of Business (tick the relevant)

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockist	<input type="checkbox"/>	Indian Agent	<input type="checkbox"/>	Indian Branch Office	<input type="checkbox"/>
Others Pl. Specify					

b. Audited Annual Turnover during last 3 years (₹ Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	₹ in Lakhs
2021-22	
2022-23	
2023-24	

c. Commercial Information Registration (Enclose Attested Copy Wherever Applicable).

S. No.	Information	Details
1	GST Regn. No.	
2	CST / VAT Regn. No.	
3	State ST Regn. No	
4	TIN No.	
5	Excise Registration No. Trade / Factory License No.	
6	Service Tax Regn.No.	
7	PAN No.	
8	Details of Registration Certificate with DGS&D/NCCF	
9	SSI/NSIC Certificate	
10	Current dealership agreement with Principal Letter No. / Date / Valid upto	
11	Relevant IISI/ SO Certificate, if any	
12	<u>Bank Details :</u> Account No.	
13	Name of Bank & Branch	
14	IFSC Code	

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in).

d. Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings /Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required)

Sl. No.	Name of the Institution / Organisation	Empanelled for Category/Item	Contact Person of the Organisation with whom empanelled of the	Contact Number with E mail ID

i. Details of Registration fee (₹ 2,500/-) for each category (which category you interested)

Category Code - _____

D.D. No.. _____ Date: _____

Bank: _____

DECLARATION BY VENDOR

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....

..... (Signature of

Proprietor/Partner/Chief Executive)Full

Name

.....

Place:

(Official Seal)

Date:

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in).

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment

Companies/firms/registered (authorised) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. Benefits of Registration

The Companies/firms/registered (authorised) dealers registered with Gujarat National Law University – Silvassa Campus will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorised) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.

The following self-certified essential documents (as applicable) should accompany the Registration Form:

1. GST/ CST / VAT / TIN No.
2. Trade License, Factory License.
3. Income tax Permanent Account No.
4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if applicable
5. Registration Certificates with DGS&D/NCCF if applicable
6. Valid SSI/NSIC Certificate (If Registered)
7. Current dealership Agreement /Registration Certificate from the Principal.
8. Annual Turnover CA certified Certificate for last 3 years & Copy of ITReturn for the year 2021-22, 2022-23, and 2023-24.
9. Bank Details.
10. Relevant ISO/ISI certificate.
11. The Tenderer should be a registered firm / Company.
12. The Tenderer should have a valid PAN and should attach a copy of the same.
13. The Tenderer should submit an undertaking that he/she or his/her firm has not been blacklisted by any Govt. Department / Organization as on date of submission of the Bid.
14. The Agency shall provide the name and contact details of the person during their deployment of the works.
15. Need to attach the previous work/purchase orders and satisfactory reports related to categorized work stated in the tender
16. First preference will be given to the Local contractor/vendors near the GNLU, Silvassa Campus.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in).

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at registrar@gnlus.ac.in, dy_registrar@gnlus.ac.in For further information, visit University Website – (www.gnlus.ac.in).
