

# G U J A R A T U N I V E R S I T Y



E-Tender No : \_\_\_\_\_ 2017-18

E-Tender document for, "Purchase of Cars for Gujarat University."

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Estate Section  
Gujarat University  
Navrangpura, Ahmedabad-380 009.  
PBX 26301341 / 0342 /0343  
Visit us: [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)

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## Name of Work: Purchase of Cars for Gujarat University

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## NOTICE INVITING ON-LINE TENDER

REGISTRAR OFFICE, GUJARAT UNIVERSITY, AHMEDABAD
E-TENDER NOTICE NO. :                      FOR 2017-18
Gujarat University invites Online Tenders for : <b>“Purchase of Cars for Gujarat University.”</b> from authorized dealer of Maruti Suzuki for above work as follows :

(A)	Details of E-Tender				
Sr. No	Name of Work	Estimated Tender Value (Rs.)	EMD (Rs.)	Tender Fee in (Rs.)	Security Deposit(Rs.)
1	2	3	4	5	6
1.	<b>Purchase of Cars for Gujarat University.</b>	-	20,000	1,000 (Non- Refundable)	-

(B)	Schedule for E-Tendering is fixed as under	
(i)	Site Visit (If any)	N/A
(ii)	Pre-bid Conference	22/09/2017 03:00PM at Room No. 27, First floor, Gujarat University, Ahmedabad.
(iii)	Downloading Period of tender documents	Dt. 18/09/2017 12:00 noon onwards
(iv)	Submission of technical bid (Part-1) - prequalification form and supporting documents in physical form in person	So as to reach Up to Dt. 27/09/2017, 14:00 hours
(v)	Submission of technical bid (Part-1)-prequalification form and document including Tender fee, EMD, bank solvency certificate and other supporting Documents during office hours. (to be submitted physically in two copies, one original and duplicate in photocopy)	Submission in original – physical form so as to reach up to date: 27/09/2017 and till 14:00 hours in person to the office of the registrar, Gujarat university tower building, Room No. 38, General Section, First floor, Navrangpura, Ahmedabad-380 009. Note: If Tender Fee & EMD is not paid as shown in Bid Document tender will not be accepted.
(vi)	Online submission of Commercial/Financial bid (part-2)	Submission in Electronic format through online and same should be submitted till the last date 26/09/2017 up to 12:00 hours.
(vii)	Opening of technical bid-prequalification form(part-1)	Dt. 28/09/2017 at 16:00 hours
(viii)	Online opening of commercial / financial bid(part-2) at the office of Registrar, Gujarat university tower building, Navrangpura, Ahmedabad	Shall be intimated after pre-qualification

<b>Eligibility : Agency/Contractors who are having the qualification according to Annexure-3 and having submitted all the relevant documents as said in Annexure-3 including PQ Form.</b>	
	Further Details of this tender are as under:
1.0	Particulars: "Purchase of Cars for Gujarat University."
2.0	Start date of Downloading Tender Document: 18/09/2017
2.1	Bid documents will be available on web site <a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a> up to the Date shown above.
2.2	Bidders wishes to participate in this tender will have to register on web site <a href="http://www.nprocure.com">www.nprocure.com</a>
3.0	Digital Certificate :
3.1	Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.
3.2	All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted:
	(n)Code solutions -A division of GNFC 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 ( India ) Tel : +91 26857316/17/18 Fax: +91 - 79 26857321 E-mail: <a href="mailto:nprocure@gnvfc.net">nprocure@gnvfc.net</a>
3.3	Bidders who already have a valid Digital certificate need not procure a new Digital certificate.
4.0	On line Submission of Tender:
4.1	Bidders can prepare & edit their offers number of times before tender submission date & time. After tender submission date & time, bidder cannot edit their offer submitted in any case. No written or online request in this regard shall be granted.
4.2	Offer of Commercial/financial bid in physical form will not be accepted in any case.
4.3	It is Bidder's responsibility to verify Online Corrigendum / Amendments till last submission date and time as well as before Final Submission of Bid.
5.0	Submission of Technical Bid (Part-1), Tender Fees, Bid Security and other Documents:
5.1	Submission in original – physical form to be submitted in two copies, one original and duplicate in photocopy so as to reach up to date : 10/10/ 2017 and till 14:00 hours in person to the office of the registrar, Gujarat university tower building, Room No. 38, General Section, First floor, Navrangpura, Ahmedabad-380 009. Note: If Tender Fee & EMD by D.D. only is not paid as shown in bid Document tender will not be accepted. D.D. is compulsory & no Exemption Certificate is allowed.
5.2	Tender Fee for works are as follows : Rs.1,000 (Rupees One Thousand only) Submitted by Demand Draft in favour of " <u>The Registrar, Gujarat University</u> ", payable at Ahmedabad.

5.3	Bid Security i.e. EMD : Rs.20,000/- (Rupees Twenty Thousand Only) Submitted by Demand Draft in favour of " <u>The Registrar, Gujarat University</u> ", payable at Ahmedabad.
5.4	Other Documents required to be submitted along with physical bid.
	a As per Annexure-4
6.0	Opening of Tender:
6.1	Intending bidders or their representative who wish to remain present at Registrar Office at the time of tender opening can do so.
7.0	Contacting Officer: 9978408016
7.1	Further details/clarification if any required will be available from University Engineer Gujarat University, Mb.No.9978408016.
7.2	In case bidder needs any clarification/assistance or if training required for participating in online tender, they can contact at following office.
	(n)Code solutions - A division of GNFC 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 ( India ) Tel : +91 26857316/17/18, Fax: +91 79 26857321 e-mail: <a href="mailto:nprocure@gnvc.net">nprocure@gnvc.net</a>
8.0	General instructions:
8.1	The tender fees will not be refunded under any circumstances.
8.4	Conditional tender shall not be accepted.
8.5	This tender notice shall form a part of tender document.
8.6	The tenderers are advised to read carefully the "Instruction for Tenderer" and "Eligibility/PQ Criteria" contained in the tender documents.
8.7	The Internet site address for E-Tender is <a href="http://www.nprocure.com">www.nprocure.com</a> and that of corporate web site is <a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a> on Tender option.
8.8	Free training camp for bidders will be organized on every Saturday between 1.00 to 5.00 P.M. at (n)Code solutions, A division of GNFC, 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 (India). Bidders are requested to take benefit of the same.
8.9	Gujarat University reserves the rights to reject any or all tenders without assigning any reason thereof.

**Annexure-1**  
**Information of Tender**

<b>Milestone Dates for Tendering</b>		
1	Name of the work	Purchase of Cars for Gujarat University.
2	Period of Work	One year from the commencement of contract.
3	Tender Downloading Date	18/09/2017 12:00 noon onwards
4.	Tender Online submission (Price Bid Only)	26/09/2017 upto 12:00 noon
5.	Submission of Technical bid including pre-qualification form and other documents in physical form at room no. 38, Gujarat University, Ahmedabad.	27/09/2017 upto 14:00 hours
6.	Last day of submitting bidder's query in writing.	22/09/2017 02:00 PM
7.	Pre-Bid Meeting	22/09/2017 03:00PM at Room No. 27, First floor, Gujarat University, Ahmedabad.
8.	Opening of Technical Bid	28/09/2017 04:00 PM
9.	Opening of Financial Bid	Price bid will be opened only of pre-qualified agencies. Date will be intimated to bidder after
10.	Bid Validity	30 Days from last date of submission of the bid
11	Tender Fee	Tender Fee for works are as follows : Rs.1,000 (Rupees Five Thousand only) Submitted by Demand Draft in favour of "The Registrar, Gujarat University", payable at Ahmedabad.
12	EMD	Rs.20,000/- (Rupees Twenty Thousand Only) Submitted by Demand Draft in favour of "The Registrar, Gujarat University", payable at Ahmedabad.
13	Pre-qualification criteria and documents	The tenderer must be authorised Dealer of Maruti Suzuki.

- Bidders can download the tender documents free of cost from the website [www.nprocure.com](http://www.nprocure.com)
- Bidders have to submit financial Bid in Electronic format only by e-tendering. Technical bid with pre-qualification form with relevant document in hard copy in person at above mentioned address till the date & time shown above.

Signature & Seal of the Bidder

**Tender for "Purchase of Cars for Gujarat University"**

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Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class-III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contract (n) code solution – a division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

- (D) (i) Bid Inviting Authority [Registrar,](#)  
[Gujarat University,](#)  
[Ahmedabad](#)
- (ii) Bid Opening Authority [Registrar,](#)  
[Gujarat University,](#)  
[Ahmedabad](#)
- (E) Mode of Quoting Rates : As per price bid. Rates for all the plan shall be submitted. Please see the annexure-2 & 3 before quote.

**Important:**

- The price bid shall be submitted by online only through [www.nprocure.com](http://www.nprocure.com) only.
- Hard copy of price bid should not be submitted.
- Downloaded technical bid documents shall also be submitted physically with technical bid with sign on each page (Except Price Bid).

## **Annexure-2** **General Instructions to Tenderer**

### **(1) Download of Tender document:**

- Gujarat University Invites online tender for providing vehicle services for Gujarat University under two bid systems ( Technical Bid and Financial/Price Bid). Interested bidders who wish to participate in online tenders can download the tender documents from website - [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in) or [www.nprocure.com](http://www.nprocure.com).

### **(2) Tender fee :**

- The bidder must pay the tender fee of Rs.1,000/- (Rupees One thousand Only, non-refundable) in the form of demand draft in favour of “The Registrar, Gujarat University ” payable at Ahmedabad.

### **(3) Scope of Work:**

Gujarat University wants to purchase a

(1) Dzire VDI from the authorized dealers of Maruti Suzuki with on road cost inclusive of government passing, full insurance, free services and warranty as per company’s norms with standard accessories, Road Tax and Other RTO charges, AMC Tax. Rate to be quoted shall be inclusive of GST and other taxes including discount of dealer and

(2) Purchase of New Ertiga SHVS VDI from the authorized dealers of Maruti Suzuki with on road cost inclusive of government passing, full insurance, free services and warranty as per company’s norms with standard accessories, Road Tax and Other RTO charges, AMC Tax. Rate to be quoted shall be inclusive of GST and other taxes including discount of dealer.

### **(4) Submission of Tender:-**

1. The completed tender document with supporting documents and proof accompanied by Tender fee shall be submitted within time limit. Hard copy of price bid should not be submitted.
2. The bidder shall duly sign all the pages of technical bid tender & supporting documents with proof.
3. The bidder would provide all the information as per this tender document. University would evaluate only those bids that are received in the required format and are complete in all aspects.
4. In price bid (online only) rate of all the vehicles must be quoted. Hard copy should not be submitted.
5. The bidder shall submit the technical bid tender physically in two copies (one original and a photocopy) in separate sealed envelope must be super scribed with the following information :  
Name of work : Tender for Purchase of Cars for Gujarat University.  
Tender last date & time:  
Name, Address & Stamp of the bidder:

**(4) Opening of Tender :**

1. The technical bid will be opened on mentioned date & time; if any change; same will be conveyed to bidders. Intending bidders or their authorized representative who wish to participate in tender opening can remain present on the due date & time.
2. Price bid of only those bidders will be opened who are successful in the Qualification criteria and the Technical Evaluation.

**(5) Validity:**

- The offer shall be valid for 30 days from the date of opening of Technical bid.

**(6) Evaluation of Price Bid:**

- Lowest Tenderer shall be selected for acceptance of tender bid.

**(7) Rejection:**

1. If the envelope is not properly sealed and marked as instructed above, university have no responsibility for the misplacement or premature opening of the content of the bid submitted and such tender at the sole discretion of Gujarat University may be rejected.
2. Each bidder shall submit only one bid in response to this tender. Any bidder who submits more than one bid will be disqualified.
3. The tender not submitted as per the tender clauses and without tender fee and EMD will be out rightly rejected.
4. The tender received late, without requisite documents, without sign & stamp, or incomplete in any respect will be rejected.
5. If the bidder does not respond promptly to request for all supplementary information required for the evaluation of the bid, the tender will be rejected.
6. At any time if a material misrepresentation is found, the tender will be rejected.
7. Conditional tender shall not be accepted & shall be treated as rejected.
8. In the price bid, if the bidder has not given his rates/quotes for all the vehicles and all the plans asked in the price bid, his tender will be rejected.
9. Hon. Vice Chancellor of Gujarat University reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. No tenderer shall withdraw his rates after the tender is opened. If a tenderer does so his EMD shall be forfeited and such tenderer shall be considered ineligible for work/contract in future also.



<b>Name of work :</b>	<b>Purchase of Cars for Gujarat University</b>
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**PRICE BID**

Item No.	Quantities	Item of Work	Estimated Rate		Unit	Total Amount according to estimated quantities In Rs.
			In Figure	In Words		
1	2	3	4	5	6	7
1	1.00	Purchase of New Dzire VDI from the authorized dealers of Maruti Suzuki with on road cost inclusive of government passing, full insurance, free services and warranty as per company's norms with standard accessories, Road Tax and Other RTO charges, AMC Tax. Rate to be quoted shall be inclusive of GST and other taxes including discount of dealer.			Per No.	
2	1.00	Purchase of New Ertiga SHVS VDI from the authorized dealers of Maruti Suzuki with on road cost inclusive of government passing, full insurance, free services and warranty as per company's norms with standard accessories, Road Tax and Other RTO charges, AMC Tax. Rate to be quoted shall be inclusive of GST and other taxes including discount of dealer.			Per No.	
<b>Total of Above (In Rs.)</b>						

**Signature of Dealer**

**Dated**

**Registrar (I/c)**