बिड संख्या/Bid Number: GEM/2026/B/8107757
दिनांक /Dated: 01-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-10-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-10-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	University Library Veer Narmad South Gujarat University
कार्यालय का नाम/Office Name	Estate
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.vnsgu.gj@gembuyer.in Buyer Email id: buycon29.ulvnsgu.gj@gembuyer.in
कुल मात्रा/Total Quantity	30
वस्तु श्रेणी /Item Category	Wooden Lab Stools (Q2)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	0.5 Lakh (s)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	3 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes | Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes | Complete

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन /Past Performance	40 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में है / Purchase Preference to MII sellers availabele upto price within L1+X%	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
8. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.
OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

9. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
10. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
11. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 40% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of

cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

12. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Wooden Lab Stools (30 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
MATERIAL	**Top made up of**	Prelaminated particle board of grade II type II of IS 12823/latest
	Seat support made up of	Teak Wood
	Frame made up of	Teak Wood
DIMENSION AND THICKNESS	**Dimension of Table top (length X Breadth) ±10mm**	350 mm x 350 mm
	Thickness of Table top (+/-1 mm)	19 mm
	Leg sizes	50 mm X 50 mm
COLOUR AND FINISH	**Stool top finish**	1 mm thick mica finish

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Patel Saurabhben	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	30	30

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be (Increased quantity ÷ Original quantity) × Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

PROCUREMENT OF OFFICE FURNITURE STOOL NOS. 30

Sr.No	Details	Dates
1	GEM BID Start Date	01-10-2026
2	GEM BID END Date	14-10-2026
3	GEM BID Extended End Date (If 3 BIDS received by first end date	17-10-2026
4	BID Offer Validity period	180 Days

VEER NARMAD SOUTH GUJARAT UNIVERSITY

Udhna Magdalla Road Surat, Gujarat 395007, www.vnsgu.ac.in

PROCUREMENT OF OFFICE FURNITURE STOOL NOS. 30 WITH WARRANTY SUPPORT FOR VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT, GUJARAT

Part A: Scope of Work

This section outlines the scope of supply, installation, and commissioning of **Office Furniture STOOL** for Veer Narmad South Gujarat University, Surat, as per the technical specifications and bidding terms detailed in the uploaded **GeM Bid Document** and **(Annexure I)**.

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1. Purpose

To procure and deploy standardized office furniture for academic and administrative use, ensuring standardized performance and support across university departments.

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2. Scope of Supply

The selected bidder shall:

Sr.No.	Product Description	Quantity
1	WOODEN LAB STOOLS	30

- Supply all furniture items in perfect condition, with configurations as per **(Annexure I)**
- Ensure installation, commissioning, and basic configuration at designated university locations
- Provide all standard accessories (e.g., mounting, hardware, tools, keys) and required documentation

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3. Warranty and Support

- **1 years comprehensive onsite warranty**
- OEM or bidder must maintain a **functional service Centre in Gujarat**
- After-sales service must adhere to the timelines defined in the SLA (Part B)

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4. Delivery & Installation

- Delivery: Within **20 days** of PO issuance
- Locations: As per the schedule provided by the University

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5. Compliance

- Bidder must submit a signed **technical compliance sheet** **(Annexure I)**
- Before placing the final order, the L1 supplier shall provide a product demo as per the office's technical requirements. The purchase order will be released only after successful verification of all technical specifications during the demo.
- Any deviation must be declared with justification
- All terms must comply with **GeM guidelines** and **GPP 2024 provisions**

Part B: Service Level Agreement (SLA)

This Service Level Agreement defines the expected timelines and service commitments from the selected vendor/OEM for the supply, installation, and support of office furniture (Tables), in accordance with **Part A: Scope of Work**, **GeM guidelines**, and **Gujarat Procurement Policy (GPP) 2024**. **(Annexure I).**

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1. Installation Timeline

- **Delivery** of all units must be completed **within 20-30 days** from the date of Purchase Order (PO).
- Any delay must be communicated in writing and approved by the competent authority of the University.

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2. Uptime and Support

- A minimum **uptime of 95%** must be maintained during the warranty period.
    - **Onsite technical support** shall be provided at no additional cost throughout the warranty duration.
- All service or support requests must be responded to within **48 hours** of complaint logging.

---

3. Resolution Time

Issue Type	Response Time	Resolution Time
Critical Structural Failure	Within 24 hours	Within 48 hours
Minor Functional Issue	Within 24 hours	Within 72 hours
Warranty Service Call (OEM)	Within 48 hours	Within 72 hours from response

---

4. OEM Responsibility

- The OEM shall be fully responsible for post-supply support through its **authorized service network**.
- The OEM or its authorized partner must maintain **a functional service center in Gujarat** state to meet service response commitments.
- A **Service Escalation Matrix** must be submitted by the bidder in **Annexure III**.
- OEM Authorization Certificate must be provided as per **Annexure II**.

---

5. Documentation Requirements

The successful bidder must provide the following after installation:

- Duly signed **Installation & Commissioning Report** by university-designated officer
- OEM-issued **Warranty Certificate** for each unit
- **Serial Number List** of all systems supplied
- **Service Escalation Matrix** – Refer **Annexure III**
- Confirmation of Acceptance of Scope of Work, SLA, Payment Terms, Technical Compliance Sheet **Annexure I**

Part C: Payment Terms

The following payment terms shall be applicable to the selected bidder upon successful completion of supply, installation, and acceptance of the Office furniture (Tables)

(**Annexure I)**

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1. Payment Milestone

- No Advance payment will be given
- **100% payment** shall be released **after successful delivery, installation, commissioning**, and submission of all required documents, including:
    - Signed **Installation & Commissioning Report** by university authority
    - **Tax invoice** and delivery challans
    - **Manufacturer's Warranty Certificate for each unit** / **furniture type**
    - **Serial number / Batch number / Identification list** of all item supplied and configuration compliance sheet
    - **Performance Bank Guarantee (if applicable)**

---

2. Mode of Payment

- Payment shall be made by **Veer Narmad South Gujarat University, Surat** through **bank transfer** (RTGS/NEFT) after submission of all supporting documents and verification.
- The bidder must provide **bank account details** and **GST registration certificate** with the invoice.

---

3. Conditions for Payment Release

- All supplied items must match the specifications in **Annexure I** and GeM bid documents.
- Any deviation or deficiency may lead to withholding of payment until rectified.
- Payment shall be subject to verification and certification by the **University's Technical Committee** or designated representative.

Part D: Minimum Eligibility Criteria

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1. OEM Authorization Requirement

- The bidder must be either:
  ▪ The **Original Equipment Manufacturer (OEM)** of the offered goods/services, **OR**
  ▪ An **authorized partner/dealer/distributor** of the OEM, duly authorized to supply, install, and provide after-sales support.
- **Proof Required:**
  ▪ OEM: Self-certification on company letterhead
  ▪ OEM-Authorized: OEM Authorization Certificate
  Annexure II – OEM Authorization Certificate / OEM Self-Certification Format

---

2. Legal Registration

- The bidder must be a legally registered entity in India (Proprietorship/Partnership/LLP/Private Ltd./Public Ltd.).
- **Proof Required:**
  ▪ GST Registration Certificate
  ▪ PAN Card
  ▪ Certificate of Incorporation or equivalent registration document
  Annexure III – Bidder Information Format (includes Escalation Matrix)

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3. Average Annual Turnover

- The **Bidder's average annual turnover** during the last 3 financial years (2023–24, 2024–25, 2025–26) should be around **50%** of the estimated bid value.
- The **OEM's average annual turnover** during the same period must be the estimated bid value.
- **Proof Required:**
  ▪ CA-certified Turnover Certificate for the specified years
- **Relaxation:**
  ▪ MSMEs and Startups (recognized by DPIIT and registered under Udyam) are **exempt.**
  ▪ **Only Gujarat State MSMEs and Startups are exempted for Average Annual Turnover as per GPP 2024.**
  Annexure IV Declaration of Turnover, Past Work Experience, and Eligibility for Exemptions (if applicable)

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4. Past Experience

- The bidder or OEM must have successfully executed same or similar work in any Government/PSU/Autonomous Institution/Public/Private sector during the last 2 financial years.
- **Minimum Work Requirements:**
  ▪ One similar completed work of 35% of bid value **OR**
  ▪ Two similar completed works of 20% each **OR**
  ▪ Three similar completed works of 15% each
- **Proof Required:**
  ▪ Copy of Work Order(s)
  ▪ Additionally, any **one** of the following:
    - Consignee's Acceptance and Release of Payment Code
    - Satisfactory Completion Certificate issued by client
    - Proof of payment (Bank Statement / Payment Advice / TDS Certificate)
- **Relaxation:**
  ▪ MSMEs and Startups are exempt from past experience under **Gujarat State Procurement Policy 2024.**
  ▪ **Procurement Policy 2024 (Only Gujarat State MSMEs and Startups are exempted for past experience.)**
  ☑ **Annexure IV - Declaration of Turnover, Past Work Experience, and Eligibility for Exemptions (if applicable)**

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5. Non-Blacklisting Declaration

- The bidder must not be blacklisted or debarred by any Central/State Government, PSU, Autonomous Institution, or Government portal including GeM.
- **Proof Required:**
  Annexure V – Self-Declaration Regarding Blacklisting

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6. Land-Border Declaration

- In compliance with Rule 144(xi) of GFR 2017:
  ▪ If **not** from land-border country: Self-declaration
  ▪ If **from** land-border country: MHA Registration Certificate
- **Proof Required:**

Annexure VI – Land Border Sharing Country Declaration

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7. Purchase Preference (Gujarat Policy)

- Purchase preference will be given to local suppliers as per Gujarat Procurement Policy:
  ▪ **Class-I Local Supplier**: ≥50% local content in Gujarat
  ▪ **Class-II Local Supplier**: ≥20% but <50% local content

- **Proof Required:**
  ▪ Self-Certification of Local Content **(Annexure VII** – Class of Supplier Declaration / **Annexure VII-A:** Auditor's Certificate for Computation of Local Content)

Part E: Submission Guidelines

This section outlines the procedure, format, and requirements for submitting bids for the procurement of Office Furniture (Tables) through the Government e-Marketplace (GeM), in compliance with institutional and statutory norms.

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1. Mode of Submission

- The entire bid process shall be conducted **online through the GeM Portal** (https://gem.gov.in).
- No physical copy of the bid document shall be accepted **except for the original Demand Draft of EMD**, where applicable, which must be submitted to:

  The Registrar
  Veer Narmad South Gujarat University
  Udhna-Magdalla Road
  Surat – 395007
  Gujarat, India

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2. Submission Deadline

- The bid must be submitted **on or before the closing date and time** specified in the GeM bid document.
- Any submission **after the deadline** shall be rejected automatically by the system.

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3. Language of Submission

- All bid-related documents, annexures, and declarations must be submitted in **English**, clearly typed or printed.
- All submissions must be **digitally signed** by the authorized signatory of the bidder.

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4. Mandatory Documents to be uploaded

The following documents shall be uploaded **in clearly numbered sequence**, as part of the bid submission:

- Duly filled and signed annexures, declarations, and certificates as mentioned in this bid document

- Proofs and supporting documents as required in each part (e.g., OEM certificate, EMD, work orders, PAN, GST, etc.)
- All pages should be clearly numbered in sequential order and must match the order of references provided in the bid
- All documents shall be submitted in **PDF format** and must be **legible and properly scanned**

Failure to submit any required documents or proofs may lead to **rejection** of the bid as **non-responsive**.

---

5. Important Notes

- Incomplete or ambiguous bids are liable to be **immediately rejected**.
- The University reserves the right to accept or reject any or all bids, or to cancel the bidding process without assigning any reason.
- If any required document is missing or invalid, the bid will be considered **non-responsive**.
- In case of any inconsistency between this bid document and GeM portal terms, the **GeM terms shall prevail**.

Annexure I

Confirmation of Acceptance of Scope of Work, SLA, Payment Terms, Technical Compliance Sheet

(To be submitted on the bidder's letterhead and duly signed by the authorized signatory)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Confirmation of Acceptance – Scope of Work, SLA, Payment Terms, and Technical Compliance

We, the undersigned, having carefully examined all sections of the bid document for procurement of Office Furniture (Tables) (Bid No. _____), do hereby confirm our unconditional acceptance and compliance with the following:

---

1. Scope of Work

We confirm that we have understood and agree to all terms, deliverables, and responsibilities outlined under **Part A: Scope of Work**.
☐ **Accepted**

---

2. Service Level Agreement (SLA)

We confirm our agreement to the terms and service obligations defined under **Part B: Service Level Agreement**.
☐ **Accepted**

---

3. Payment Terms

We agree to the payment schedule and conditions defined under **Part C: Payment Terms**.
☐ **Accepted**

---

4. Technical Compliance Sheet

We provide the following compliance details for the required technical specifications of the Office Furniture STOOL:

Specification Name	Bid Requirement (Allowed Values)	Compliance (Yes/No)
Material Type of stool	wooden	
Top made up of	Pre laminated particle board of grade	
Seat support made up of	Teak wood	
Frame made up of	Teak wood	
Dimension of table top	350 mm x 350 MM	
Thickness of table top	19 mm	
Leg sizes	50 mm X 50 mm	
Stool top finish	1 mm thick mica finish	
Warranty Period (Years)	1 Year Comprehensive Warranty	

We hereby certify that the information furnished above is accurate and complete. We understand that any deviation or misrepresentation may result in disqualification from the bid process.

Date: _____

Place: _____

(Signature with Seal)

Authorized Signatory

Name: _____

Designation: _____

Annexure II

OEM Authorization Certificate / OEM Self-Certification

(To be printed on the Original Equipment Manufacturers (OEM's) letterhead and signed by an authorized signatory of the OEM)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Authorization of [Name of Bidder] for Supply, Installation, and Support

Dear Sir/Madam,

This is to certify that:

1. We, **[Name of OEM]**, having our registered office at **[OEM Address]**, are the Original Equipment Manufacturer (OEM) of **[Name of Product/Category]**.
2. We hereby confirm that:
    - [☐ Strike off if not applicable] We are participating directly as OEM in the referenced bid.
    - [☐ Strike off if not applicable] We authorize **[Name of Bidder]**, having its registered office at **[Bidder Address]**, to:
        - Supply our products,
        - Carry out installation, testing, and commissioning, and
        - Provide after-sales service, warranty support, and spare parts.
3. We confirm that the products supplied under this bid shall be covered under the **standard warranty and technical support** of **[Name of OEM]**.
4. We undertake full responsibility for the **quality, performance, warranty, and service obligations** of the products supplied under this bid.
5. **(Optional Requirement)** :- We further confirm that we have a **fully functional service/support centre in the State of Gujarat** to provide timely warranty and maintenance support. The details are as under:

- **Service Center Address**: _____
- **Contact Person**: _____
- **Phone/Email**: _____

6. This certificate is valid for the purpose of participating in the bid titled **"[Bid Title]"** issued by **Veer Narmad South Gujarat University** on **[Bid Date]**, and shall remain valid for the duration of the contract and warranty period.

Sincerely,

Authorized Signatory (OEM)
(Signature with Seal)
Name: _____
Designation: _____

Annexure III

Bidder Information Format

(To be submitted on the bidder's letterhead and duly signed by the authorized signatory)

1. Bidder's General Information

Sr. No.	**Details**	**Bidder's Response**
1	Name of the Firm/Company	
2	Type of Entity (Proprietorship/Partnership/Private Ltd/Public Ltd/LLP/Other)	
3	Year of Establishment	
4	Registered Office Address	
5	Communication Address (if different from above)	
6	Name of Authorized Signatory	
7	Designation of Authorized Signatory	
8	Contact Number of Authorized Signatory	
9	Email ID of Authorized Signatory	
10	Website (if any)	
11	Company Profile/Brochure Attached (Yes/No)	
12	Number of Years in Business	
13	Any certification	
14	Any other Please Specify	
15	Any other Please Specify	

2. Statutory & Compliance Details

Sr. No.	Details	Bidder's Response
1	GST Registration Number	
2	PAN Number	
3	MSME/Startup Registration (if applicable)	
4	Class of Supplier (Class-I/Class-II/Non-local as per Local Content)	
5	Any other Please Specify	
6	Any other Please Specify	

3. Bank Details for Payment

Sr. No.	Details	Bidder's Response
1	Name of the Bank	
2	Branch Address	
3	Account Holder's Name	
4	Account Number	
5	IFSC Code	
6	MICR Code (if available)	

4. Escalation Matrix for Critical Issue Resolution

Level	Name of Contact Person	Designation	Email Address	Mobile Number	Response Time (Hours)	Remarks
Level 1		Primary support contact				
Level 2		Escalation if Level 1 fails				
Level 3		Senior Management/Nodal Officer				

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5. Additional Declarations

We hereby confirm that:

All the information provided above is **true and correct** to the best of our knowledge and belief.

We agree to provide updated contact details promptly in case of any changes.

We understand that providing false or misleading information may lead to **disqualification of our bid** or termination of contract.

We are compliant with all applicable laws, rules, and regulations required for participation in this bid.

Authorized Signatory: _____

Name: _____

Designation: _____

Contact Number: _____

Seal/Stamp of the Bidder: _____

Place: _____

Date: _____

Annexure IV

Declaration of Turnover, Past Work Experience, and Eligibility for Exemptions (if applicable)

(To be printed on bidder's letterhead and signed by the authorized signatory)

Part A: Declaration of Average Annual Turnover

We hereby declare that our average annual turnover for the past three financial years meets the minimum turnover requirement as specified in the bid.

Financial Year	Annual Turnover (₹)	CA Certification Attached (Yes/No)
2023–24		
2024–25		
2025–26		

Enclosure Required:

- CA-certified Turnover Certificate(s) for each of the above financial years must be attached along with this declaration.
- MSME/Startup bidders claiming exemption must provide valid supporting documents (see Part C).

Part B: Declaration of Past Work Experience

We declare that we (or the OEM we represent) have successfully completed similar or relevant work during the last three financial years (2023–24, 2024–25, 2025–26), meeting the minimum eligibility criteria as per the bid. (Maximum 5 orders only)

Sr. No.	Client Name & Address	Work Order No. & Date	Description of Work	Order Value (₹)	Completion / Payment Proof Attached (Yes/No)
1					
2					
3					
4					
6					

Enclosure Required:

Any one of the following for each work order listed above:

- Completion Certificate issued by client
- Payment Proof (Bank Statement / TDS / Advice Copy)
- Copy of relevant Work Order / Purchase Order

☐ Not Applicable – We are claiming exemption under MSME/Startup provisions (see Part C).

Part C: Declaration of Eligibility for Exemptions (If Applicable)

We claim exemptions from one or more of the following criteria under valid MSME/Startup status:

☐ Turnover Requirement
☐ Past Work Experience Requirement

We confirm the following:
☐ We are registered under Udyam (MSME)
☐ We are recognized under Startup India (DPIIT)

Enclosure Required:

- Valid Udyam / MSME / Startup Registration Certificate
- Any other proof required under Gujarat State Procurement Policy, 2024

Final Declaration

We certify that all the information and declarations made above are true and complete to the best of our knowledge. We understand that any false statement or misrepresentation may result in rejection of our bid and appropriate legal or contractual action.

Authorized Signatory
(Signature with Official Seal)
Name: _____
Designation: _____

Annexure V

Self-Declaration Regarding Non-Blacklisting

(To be printed on the bidder's letterhead and signed by the authorized signatory)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration Regarding Non-Blacklisting

Sir/Madam,

In reference to the bid titled **"[Insert Bid Title]"** issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby solemnly declare and affirm that:

1. **We have not been blacklisted**, debarred, suspended, or banned from participating in any procurement process by any Central or State Government department, Public Sector Undertaking (PSU), Autonomous Institution, or Government agency (including Government e-Marketplace [GeM]) in India, as on the date of bid submission.
2. We further declare that no criminal proceedings are pending against the bidder or any of its directors/partners that would affect our ability to participate in this procurement process.
3. We understand that if this declaration is found to be false or misleading at any stage, our bid may be summarily rejected, or the contract may be terminated without any liability on the part of the University.

Declaration

We hereby declare that the above information is true and correct to the best of our knowledge and belief.

Authorized Signatory
(Signature with Official Seal)
Name: _____
Designation: _____

Annexure VI

Self-Declaration Regarding Land Border Sharing Country (Rule 144(xi) of GFR, 2017) ***(To be printed on the bidder's letterhead and signed by the authorized signatory)***

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Declaration Regarding Compliance with Rule 144(xi) of General Financial Rules (GFR), 2017

Sir/Madam,

In reference to the bid titled **"[Insert Bid Title]"** issued by Veer Narmad South Gujarat University, I/we, the undersigned, do hereby declare as under:

1. That I/we am/are not from a country which shares a land border with India as defined under Rule 144(xi) of the General Financial Rules (GFR), 2017 and as amended by Government of India.

OR

2. That I/we am/are from a country which shares a land border with India, and I/we have been registered with the Competent Authority as defined in the said Rule. A copy of the valid registration certificate issued by the Competent Authority (Ministry of Home Affairs, Government of India) is enclosed herewith.

☐ Please tick as applicable:
☐ Not from a country sharing land border with India
☐ From a country sharing land border with India and registered with Competent Authority (Registration Certificate attached)

Declaration

We hereby certify that the above information is true and complete to the best of our knowledge and belief. We understand that any misrepresentation may result in rejection of our bid or cancellation of the contract.

Authorized Signatory
(Signature with Official Seal)
Name: _____
Designation: _____

Annexure VII: Local Content Declaration – Self-Certification by OEM
(To be printed on OEM Letterhead and signed by authorized signatory of OEM)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: **Self-Certification of Local Content – [Product Name: Office Furniture (Tables)]**

Dear Sir/Madam,

We, **[Name of OEM]**, having our registered office at **[OEM Address]**, are the **Original Equipment Manufacturer** (OEM) for the product being offered in the bid titled:

"Supply, Installation, and Commissioning of Office Furniture (Tables)"

We hereby certify that the products quoted in this bid comply with the provisions of the **Public Procurement (Preference to Make in India) Order, 2017**

Details of Local Content

Product / Category	Local Content (%)	Classification
Office Furniture (Tables)	[XX]%	☐ Class-I (≥50%) ☐ Class-II (20–49.99%)

We declare that the calculation of the local content has been done in compliance with MeitY guidelines and that the content does not include GST or other indirect taxes. We further declare that we have a service center operational in the State of Gujarat for post-sale warranty and service support.
This certificate is valid for the entire contract period.
Sincerely,
(Signature with Company Seal)
Authorized Signatory (OEM)
Name: _____
Designation: _____
Contact No: _____

Annexure VIII

Price Reasonability Certificate

(To be submitted on the bidder's letterhead, duly signed and sealed)

To
The Registrar
Veer Narmad South Gujarat University
Udhna-Magdalla Road, Surat – 395007
Gujarat, India

Subject: Price Reasonability Certificate for [Name of Product/Item Category] under Bid No. _____

Dear Sir/Madam,

We hereby certify that:

1. **The rates quoted in our bid are reasonable and justified**, based on prevailing market rates, product specifications, and associated services offered.
2. The offered price:
    - Is comparable to the price of similar goods/services supplied to other Government organizations, PSUs, or reputed private institutions.
    - Has not been increased for the current tender and is consistent with prices offered in other recent bids or supply orders.
3. We also confirm that **no lower price** has been quoted for the same product or service to any Government/PSU/Autonomous institution or any buyer on GeM in the last six months for comparable quantity and terms.
4. In the event of discovery of any lower quoted price for the same specification elsewhere under similar conditions, we agree that the University may take appropriate action, including price reduction or disqualification.

We assure full cooperation and submission of supporting documents, invoices, or client POs if required by the audit or evaluation committee.

Sincerely,
(Signature with Seal)
Authorized Signatory
Name: _____
Designation: _____
Contact Number: _____

Bidder Submission Checklist

(To be submitted on bidder's letterhead, signed by authorized signatory)

PART A: Technical Submission

Sr. No.	Document Description	Annexure / Ref.	Submitted (Yes/No)
1	Scope of Work, SLA, and Payment Terms Acceptance + Technical Compliance Sheet	Annexure I	
2	OEM Authorization Certificate / OEM Self-Certification (with Gujarat Service Details)	Annexure II	
3	Bidder Information & Escalation Matrix	Annexure III	
4	Declaration of Eligibility, Exemption (if any), Past Experience, Turnover Certificate	Annexure IV	
5	Self-Declaration Regarding Blacklisting	Annexure V	
6	Declaration Regarding Land Border Sharing Country (GFR 144)	Annexure VI	
7	Class of Supplier / Local Content Declaration (MeitY Format – OEM signed)	Annexure VII	
8	Price Reasonability Certificate	Annexure IX	
9	GST Registration Certificate	--	
10	PAN Card	--	
11	MSME / Startup Registration (Udyam) – if claiming exemption		

Declaration

I/We hereby confirm that all the documents listed above have been submitted and are accurate to the best of our knowledge. Any deviation may lead to disqualification from the bid.

Date: _____
Signature: _____
Name & Designation: _____
Stamp of Bidder