

## Request for Proposal

### **Name of work: Procurement Manual and Inventory Management System**

#### **Preamble:**

GSFC University is incorporated under the Gujarat Private Universities Act 2009 on 18th December 2014 and is promoted by Gujarat State Fertilizers and Chemicals Ltd. (GSFC) through Education Society as its Corporate Social Responsibility (CSR) initiative to continue the tradition of serving the community in multiple ways. The vision behind establishing this distinct University is societal development through relevant and cutting-edge knowledge in frontier areas of professional growth.

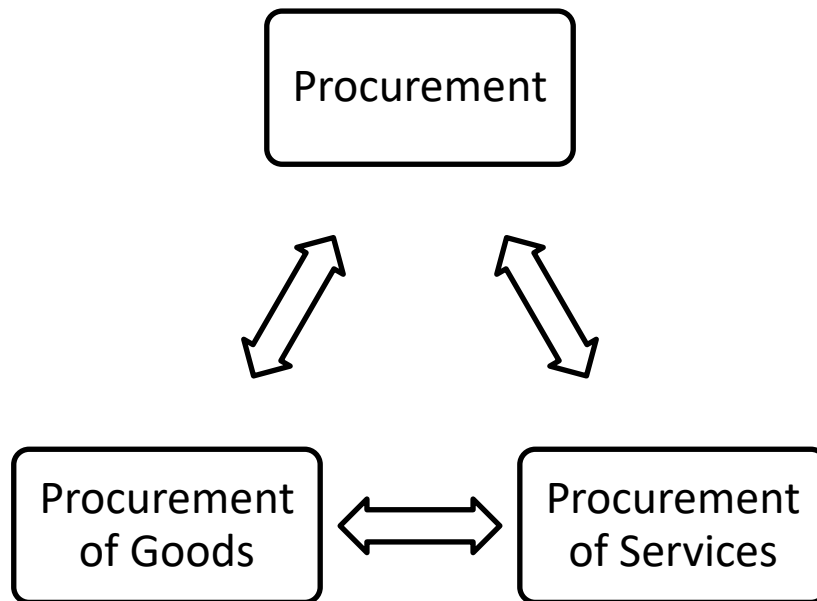
Since the inception of the University, Procurement of Goods & Services are being carried out regularly & routinely. The educational Institute has unique requirements of procurement of Goods and Services unlike the Industries & Domestic needs. For University, a better supply chain solutions and processes are needed to cope with the fact that, in academic institutions, several departments operate simultaneously, but each has its own procurement needs.

#### **Details about Procurement at GSFC University:**

The procurement activities carried out at GSFC U have been broadly divided in 05 category, as under:

- |                |   |
|----------------|---|
| Category (I)   | - Procurement of Lab Chemicals                    |
| Category (II)  | - Procurement of Lab Glassware                    |
| Category (III) | - Procurement of Lab Instruments & Equipment      |
| Category (IV)  | - Procurement of IT Gadgets / Appliances          |
| Category (V)   | - Procurement of Stationery items                 |
| Category (VI)  | - Procurement of General items of Furniture / R&M |

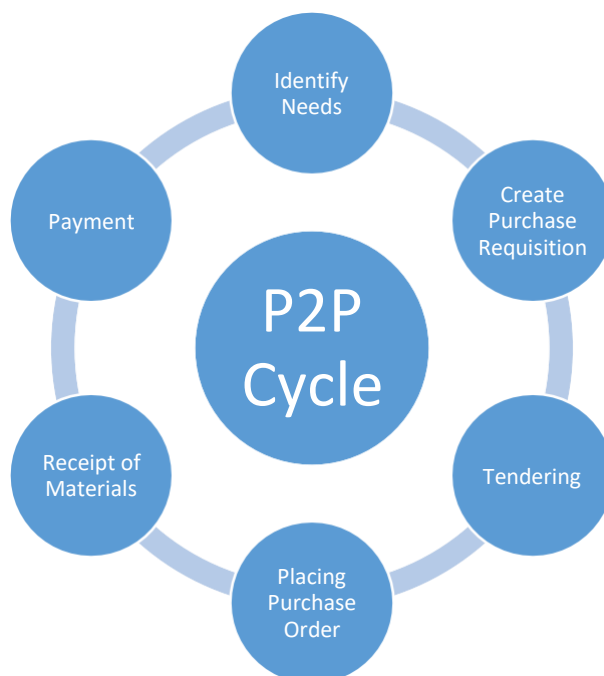
Procurement Process outlined in the Procurement Manual adopted at GSFC University:



The Procurement Manual is aimed to bring about greater transparency and predictability in Procurement of Goods and Services in the most Quality & Cost Efficient and Ethical manner to servethe best interest of the University.

**Basic Flow Chart for Procurement Process – P2P Cycle [Procurement to Pay Cycle]**

The flow chart given below broadly depicts the essential steps in procurement process.



➤ **Proposal & Problem Statement:**

The Consultancy Services are required for **preparing “PROCUREMENT MANUAL AND INVENTORY MANAGEMENT SYSTEM”** considering the following points.

1. Identification of requirements, identifying suppliers/ service providers, inviting bids/ proposals, evaluating and awarding contracts, contract management, receipt and certification of goods/ services, evaluation and closure of contract.
2. Developing Off-line and On-line Procurement system.
3. QCBS Concept for Procurement of Services.
4. Addressing Open issues in our Digital Campus System in Procurement Module.
5. Development of Inventory Management System and Asset Management.
6. Flow of approval to be worked out in accordance with the Delegation of Powers stipulated in Finance Manual for Purchases & Payments. Necessary Amendment to be made in DOA.
7. Indenting Divisions while generating Purchase Requisitions (PR) are expected to focuscritically on (1) Technical Specifications of indenting Goods / Services, (2) Checking the stock available, (3) Certifying inventory, if any, at the time of generating PR, (4) Ensuring Right Procurement at the Right Time, (5) Adhering to hierarchy of authority toensure proper & judicious evaluation at each stage to justify the procurement.
8. Vendor development and Vendor Registration.
9. The procurement policy of GSFC University shall address:
  - i. Transparency, fairness and fraud prevention.
  - ii. To ensure accountability and proper utilization of funds.
  - iii. Equal opportunity ensures that the suppliers/sellers have equal opportunity to compete.
  - iv. The Goods and Services to be procured at their true worth.

➤ **Important Dates:**

With a view to bring an explicit clarity, **a pre-bid meeting is scheduled on 25/06/2025 @ 11:00 Hrs.** It is requested to make it convenient to attend the same. If for any reason, not convenient the stipulated date or time, we can have the meeting separately upon your request as per the mutual convenience.

**The last date for submission of offers is 05/07/2025 @ 17:00 Hrs.**



**GSFC**  
**UNIVERSITY**  
EDUCATION RE-ENVISIONED

## **GSFC University:**

GSFC University, Vigyan Bhavan, P. O. Fertilizernagar, Vadodara - 391750, Gujarat, India [www.gsfcuni.edu.in](http://www.gsfcuni.edu.in)

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### **Request for Proposal (RFP) for Preparation of Manual for Procurement and Inventory Management System**

#### **Disclaimer:**

GSFC University, hereafter referred to as GSFCU reserves the right to withhold or withdraw the process at any stage with or without intimation to all who submitted the Request for Proposal Application.

GSFCU, reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel, or modify the process or change/ modify/amend any or all provisions of this RFP Documents, at any time, without assigning any reason whatsoever.

#### ➤ **Section 1: Objective of the RFP :**

The objective of the RFP is to prepare a Manual for Procurement and Inventory Management System.

#### ➤ **Section 2: Terms of Reference :**

Selection of the Consultant shall be based on a Quality and Cost based Selection (QCBS) system.

➤ **Section 3: Schedule for Submission of the RFP :**

S. No	Details of the Process	Timeline
1	Date of publishing of RFP	09/06/2025
2	Last Date for seeking clarification	04/07/2025
3	Date of Pre Bid Meeting	25/06/2025
4	Last Date for Receipt of Bids (Technical bid +Commercial bid)	05/07/2025

➤ **Section 4: General Instructions:**

**4.1 Bid Submission Process:**

**4.1.1. General Terms of Bid Submission:**

The consultancy services for preparation a Manual for Procurement and Inventory Management System shall bear all the costs associated with the preparation and submission.

1. The bids are to be submitted in English language. One copy of Technical Bid to be submitted duly signed by the competent authority along with the soft copy thereof. The commercial bid is to be submitted in a sealed envelope and no soft copy shall be submitted.
2. Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.
3. GSFCU may, at its discretion, abandon the process of the selection associated with this Request for Proposal (RFP) any time before notification of award.
4. Responders must clearly state the validity period of the bids.
5. The RFP and all supporting documentation/templates are the sole property of GSFCU

**4.1.2 Right to accept/reject any applications:**

GSFCU reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

➤ **SELECTION PROCESS:**

**Selection process shall be based on QCBS (Quality and cost-based selection)**

**Method which is as follows:**

○ **Format of QCBS:**

● **Stage – I (Technical evaluation)**

There will be a technical evaluation of the shortlisted firms and score of the same shall be called TS. Technical evaluation shall be done based on criteria as tabulated below.

In this, bidder has to make a presentation before an expert cum user committee constituted by the client. Firm have to present its proposed approach methodology for the project. Emphasis shall also be given on the type of deliverables, quality of deliverables and extent of detailing of deliverables.

● **Weightage of the TS shall be 60%.**

<b>Sr. No</b>	<b>Criterion</b>	<b>Description</b>	<b>Points Allotted</b>
1	Firm Size and Experience	- Proven and demonstrable experience in terms of number of years - Experience of working in Higher Education Sector	30  10
2	Key Personnel in Core Team	Experience of Experts	20
3	Proposed Methodology and work Plan and presentation before committee	Technical Approach & Methodology in executing the project	40
		<b>Grand Total</b>	<b>100</b>

● **QCBS Grading System:**

<b>Grade</b>	<b>Range</b>	<b>Marks</b>
Outstanding	91 – 100	100
Excellent	81 – 90	90
Very Good	71 – 80	80

Good	61 – 70	70
Fair	51 – 60	60
Average	41 – 50	50
Below Average	31 - 40	40

- **Technical Marks:**

Bidders Details	Technical Marks Obtained
Bidder – 1	
Bidder – 2	
Bidder – 3	

- **Conversion of Technical Marks to Technical Score:**

Bidder Details (Eligible)	Technical Marks	Score (TS)
Bidder – 1		
Bidder – 2		
Bidder – 3		

\*Eligible technical score is 60 & above. Bidders who scores below 60 shall be rejected.

➤ **STAGE 2: FINANCIAL BID EVALUATION**

Bidders Details (Eligible)	Financial Bid Amount
Bidder – 1	
Bidder – 2	
Bidder – 3	
Bidder - 4	

- **Conversion of financial bid amount to score:**

Bidder Details (Eligible)	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder – 1		
Bidder – 2		
Bidder – 3		
Bidder - 4		

- **LFB = Lowest Financial Bid, F = Quoted Amount**



- **Consolidated Technical & Financial Score:**

<b>Bidder Details (Eligible)</b>	<b>Technical Score</b>	<b>Financial Score</b>
Bidder – 1		
Bidder – 2		
Bidder – 3		
Bidder - 4		

- **Combined Technical and Financial Score (CTFS) : With Weightage 60:40 (Technical: Financial)**

<b>Bidder Details (Eligible)</b>	<b>Applying weights for the Technical Score &amp; Financial Score</b>	<b>CTFS</b>	<b>Rank of the Bidder L1 (who scored Highest CTFS) and L4 (who scored Lowest CTFS)</b>
Bidder – 1			
Bidder – 2			
Bidder – 3			