

**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**RUNNING OF PHOTOCOPY SHOP AT**  
**NFSU, GOA CAMPUS**

DATE: 12.12.2025

Date of Issue of EOI : 12.12.2025 (10:00 Hrs)  
Last date of submission of EOI : 25.12.2025 (18:00 Hrs)  
Opening of EOI : 26.12.2025 (10:00 Hrs)

**Address for Submission of hard copies:**

**NFSU, Goa Campus, Near Goa Dairy, Curti, Ponda Goa – 403401**

Email Id: [purchase\\_goa@nfsu.ac.in](mailto:purchase_goa@nfsu.ac.in) (for any queries)

**Gandhinagar Campus & Headquarter**

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Fax: 079-23247465  
Email:  
Campus - director\_gnr@nfsu.ac.in  
HQ - exe\_registrar@nfsu.ac.in

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**Bhopal Campus**

NFSU, C/o CFSL,  
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P. O. Bairagarh Kalan,  
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Ph: 7552995271  
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## **EXPRESSION OF INTEREST**

**Subject:** Expression of Interest for running Photocopy Shop at National Forensic Sciences University (herein after called NFSU), GOA CAMPUS

NFSU, GOA CAMPUS invites Expressions of Interest from the eligible agency/ firm/ individual to run the Photocopy Shop and provide following services / facility in NFSU, GOA CAMPUS, as per rate given against each:

| <b>S.N</b> | <b>Name of Services</b>  | <b>Rate @ 1 piece</b>  |
|------------|--|--|
| 1          | Photocopy Shop with following services:<br>a) B/W Photo Copy (A4 Size) (74 GSM)<br>b) B/W Photocopy Copy (A3 Size) (75 GSM)<br>c) Colour Photo Copy (A4 Size)<br>d) Colour Photo Copy (A3 Size)<br>e) Certificate Printing (150 GSM)<br>f) B/W Printing (Laser proof one side bold sheet)<br>g) Colour Printing<br>h) Scanning<br>i) Spiral Binding (AA size)<br>j) Lamination (ID card size, (AA size)) | a) 0.60<br>b) 3.50<br>c) 5.00<br>d) 15.00<br>e) 15.00<br>f) 0.60<br>g) 5.00<br>h) 5.00<br>i) 30.00<br>j) 20.00 |

Interested agency/firm/individual should submit their Application/ Expression of Interest on prescribed format on or before **25.12.2025 by 18:00 pm** at NFSU, GOA CAMPUS.

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## **MINIMUM ELIGIBILITY CRITERIA**

- 1) The agency/ service provider / firm/individual service provider shall be a registered firm under MSME/ Shop Establishment Act/ Company Act/ registered under society registration act or proprietary firm etc.
- 2) Should have a minimum of two years' experience in running photocopy shop in any educational institution/ Government organization in last 5 years. Preference will be given to those have more experience in Institute of National Importance/ Central University/ State University.
- 3) Must have technical experience / expertise and equipment's for running a photocopy shop.
- 4) The firm shall never have been blacklisted by any Government or Public Sector Undertakings/ University in last 5 years for whatever reason(s).
- 5) In case of proprietary firm, the proprietor should not have been convicted in criminal offences any in last 5 years.
- 6) He/ She should not have been involved in corrupt or fraudulent practices in last 5 years

## **FACILITIES TO BE EXTENDED BY UNIVERSITY: -**

- 1) The University will provide only the open space at the designated location for running the facility. The successful vendor will be required to fabricate and set up the shop at their own cost.
- 2) The electricity charges will be based on the meter installed on actual basis reading only or Rs 3000 per Month whichever is higher and as per the rates decided by the University on monthly basis as amended from time to time.

## **OBLIGATIONS OF THE AGENCY/ VENDOR: -**

1. The service provider shall use only the space ear-marked to operate the facility and shall not use any other open or enclosed area.
2. The service provider is responsible for maintaining cleanliness in the area at all times. All waste generated should be collected in separate bins (to be kept by service provider) and delivered to the nearest garbage collection Centre daily.
3. All rates shall be displayed in front of shop.
4. They will bring/take out all machines or equipment or raw material by own expenses after proper permission of the University.

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5. He / She should bring all machines/ equipment's necessary for work installation and running of machine

• **RENT AND OTHER CHARGES: -**

1. The minimum rent will be charged @ Rs. **2,000/-** per month for running the shop.
2. The electricity charges will be based on the meter installed on actual basis reading only or Rs 3000 per Month whichever is higher and as per the rates decided by the University on monthly basis as amended from time to time.
3. The vendor will not carry or preserve copy of any paper provided for photo copy for own use and will not handover any paper/ book to other than who have given the requisition.
4. The Bill of work done will be accepted only month wise with proper record of requisition and other details.

**How to submit the EOI – Three cover System**

**Method of selection –**

The interested party/firm/company/ bidder shall send the technical and financial bid in two separate envelopes. One envelope for technical documents and another for financial documents along with EMD of **Rs. 10,000.**

Both the documents shall be put in a single envelope and be send to the designated address with clear mentioning of the following:

- (a) The EOI for running Photocopy Shop in NFSU
- (b) Address of the sender with PIN code

The same shall forwarded to the University by post or by hand at the following address: -

**NFSU, Goa Campus, Near Goa Dairy, Curti, Ponda Goa – 403401**

The prospective vendor will be selected based on the experience, technical expertise, availability of trained manpower and on recommending of Evaluation Committee constituted for the purpose.

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## Annexure I

### GENERAL TERMS AND CONDITIONS TO THE BIDDERS

1. The period of contract will be initially for that may extend for a period of one year at a time but not more than a total of 3 years as per feedback.
2. The scheduled property shall remain in the absolute possession of NFSU Goa Campus, and this agreement only permits the service provider to use the premises for the agreed purposes and for the duration of the contract. The vendor shall fabricate and set up the shop at his own cost in the area provided by NFSU Goa Campus.
3. The shop should be open from 8 am to 8 pm preferably all days of the week (except Saturday and Sunday), the shop may be closed. Other days on which the shop will be kept open will have to be authorized by NFSU.
4. The service provider will have to pay the monthly rent (for providing services as mentioned in, Expression of Interest) in form to the Account branch. The service provider shall pay the agreed monthly rents by seventh day of every month through digital mode in the University's account. In case of late payment of monthly rents, the same will be deducted from the bill of work and if this is repeated twice, the agreement will be cancelled.
5. The successful service provider shall be required to furnish security deposit of Rs. 10,000/- in advance, other than the monthly rent to the University which shall be revalidated in case of execution of new contract or otherwise shall be returned by NFSU within 30 days from the date of vacating the premises by the service provider.
6. If there is any damage to any property of NFSU or any payments due to NFSU or any demand from any authority to NFSU arises regarding dues payable by the service provider, NFSU shall encase the Bank deposit held in security to release this payment.
7. The service provider shall start operating the work / services within 05 working days from the date of contract and shall not carry its business in any other part of the premises.
8. A committee constituted by the university will make surprise check / monitoring of the cleanliness maintained / service rendered by the service provider.

9. The service provider will be responsible for creating the required structures, including installing counters and fixtures, within the provided space. No covered area will be provided by the University.
10. Housekeeping of the allotted space will be done by the agency at their own cost.
11. The operation of the shop's timings shall be as per directions of NFSU.
12. If the service provider does not vacate the allotted space / building after the expiry of the contract period or after one month of notice period of termination of agreement, the agency is liable to pay a daily penal rent of Rs. 1000/- in addition to the other charges as applicable.
13. The service provider shall hand over the allotted space to NFSU Goa Campus in its original condition. Upon completion or termination of the contract, the vendor may dismantle and take away the fabricated shop at their own cost.
14. The service provider shall carry out only the specified approved activities around the allotted space and shall not carry any unspecified activities in contravention with the contract conditions. If the service provider indulges in carrying out any unapproved activities, NFSU is at liberty to cancel the contract agreement without giving any notice period.
15. The service provider shall maintain and develop the allotted space without causing any damages to its surroundings and the environment during the period of contract.
16. That the service provider shall maintain and develop the allotted space as per the approved specifications of NFSU, and in the event if the service provider committing any violation of the terms and conditions of the agreement, NFSU is at liberty to revoke this agreement by giving one month written notice the service provider.
17. The NFSU reserves the right to cancel the contract after giving one month written notice to the service provider and also the right to inspect and control the development and operational work

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undertaken by the service provider at all times and the service provider shall obey the orders and directions issued by NFSU.

18. Complete hygiene and cleanliness has to be maintained in the allotted space. Any litter thrown anywhere in the area due to the activities of the service provider has to be cleared / collected by the service provider only.
19. The services by the services provider shall be open to use by the University beneficiaries only. As such, the vendors (service provider) shall neither invite / entertain nor harbor any users from Outside at or around the allotted space. Violation of this expressed condition shall automatically land in termination of the contract.
20. The service provider must take permission from NFSU to engage Helpers etc.
21. No child labors shall be employed for servicing as per law.
22. Safety standards should be maintained. Fire extinguishers should be installed in accessible places and should be in working conditions. First aid measures should available for emergencies.
23. Acceptance of application / Expression of interest will be intimated to the successful service provider through a letter of intent (LOI) duly signed by the authorized signatory of the University.
24. No subletting / sub-contracting of work will be allowed at any stage. Service provider will have to give ethical practices certificate in prescribed Performa.
25. Any worker engaged by bidder, if found quarrelling or misbehaving with anyone or involved in any kind of anti-social activity, the contract agreement will be cancelled forthwith by the University and in such situation, agency has to vacate premises within 3 days.
26. NFSU shall remain fully indemnified against any damage and any incidence arises by the service provider or his representative working in the premises. It is sole responsibility of the vendor to comply all Labor Laws pertaining to the manpower engaged and no chance shall fall upon on the University under any circumstances.
27. The successful service provider shall have to enter into an Agreement with NFSU for the purpose on Non-Judicial Stamp paper of Rs. 1000/. The cost of agreement shall be borne by the service provider.
28. NFSU does not give any guarantee of work or quantity of work in this

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regard. Service provider has to pay all the dues even if no work is assigned.

29. Service provider should follow all applicable law related to Labor work undertaken.

If the agency / service provider agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the following documents and information along with the Expression of Interest.

(a) Company/Firms/vendor profile (background) including contact details (address, Telephone, Email ID, detail of branches if any) in prescribed format (**Annexure-II**) and other relevant document.

**(b) Annexure - III**

The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to Executive Registrar, NFSU, GOA CAMPUS, in a sealed cover by super scribing the envelop with "Expression of Interest (EOI) for RUNNING OF PHOTOCOPY SHOP at NFSU, GOA CAMPUS".

All papers of the Expression of Interest (EOI) should be signed and stamped by the authorized signatory of the agency / service provider.

Expression of Interest should reach the above address on or before **18:00 PM of Dated: 25.12.2025** and the date of opening of the EOI will be **26.12.2025**. The Expression of Interest received after the last date and time shall not be entertained. NFSU shall not be responsible for postal delay / loss.

The EOI does not constitute a solicitation. NFSU reserves the right to change or cancel the requirements at any time during the process of Expression of Interest. NFSU reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firms ground for action is not binding on NFSU.

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## Annexure – II

(On the letter head of the firm)

### PERFORMA FOR APPLICATION

#### Personal Information:

|      |   |  |
|------|---|--|
| 1.   | Name of Firm/ Company/ Bidder   |  |
| 2.   | Complete Address of the Bidder  |  |
| 3.   | Date of Registration of Firm/ type of business  |  |
| 4.   | PAN Number  |  |
| 4(a) | Registration number/ date   |  |
| 5.   | Month and year of Establishment   |  |
| 6.   | Authorized Distributor / Franchise / Supplier of (Specify brand and attach certificate) if applicable |  |
| 7.   | Email id and mobile number  |  |
| 8.   | Other information   |  |
| 9.   | GST Registration number   |  |

#### Details of work experience: (contract copy to be enclosed)

| S.No. | Worked With (Name of Organizations) | Time\Period |    |
|-------|-------------------------------------|-------------|----|
|       |                                     | From        | To |
| 1.    |                                     |             |    |
| 2.    |                                     |             |    |
| 3.    |                                     |             |    |
| 4.    |                                     |             |    |

I/We hereby submit the proposal for running a photocopy shop at National Forensic Sciences University, Goa Campus. I/We undertake to agree to all terms and conditions of the document. It is certified that our firm fulfils the eligibility criteria mentioned by the University in EOI. Supporting documents of all the above information are also attached

Date:

Signature of Bidder with stamp / seal

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Documents to be attached:

- ☐ PAN
- ☐ Firm/Company Registration Certificate.
- ☐ GST Certificate, if any.
- ☐ Other Statutory Registrations/Contracts, if any.
- ☐ Experience details, along with supporting contract copies
- ☐ Any other document as required under other provisions of this EOI document and not mentioned herein above.
- ☐ Income Tax Returns if any
- ☐ Post of Address
- ☐ Certificate of not being Blacklisted
- ☐ Status of experienced Manpower and availability of machines



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### Annexure – III

Format for submission of Quotation

Quotation Number:

Dated:

| S.No | Component  | Charges (INR) per page/unit        |
|------|--|------------------------------------|
| 1.   | <b>Service:</b> <ul style="list-style-type: none"> <li>B/W Photo Copy (A4 Size) 0.60</li> <li>B/W Photocopy Copy (A3 Size) 3.5</li> <li>Colour Photo Copy (A4 Size) 5.00</li> <li>Colour Photo Copy (A3 Size) 15.00</li> <li>Certificate Printing 15.00</li> <li>B/W Printing 0.60</li> <li>Colour Printing 5.00</li> <li>Scanning 5.00</li> <li>Spiral Binding 30.00</li> <li>Lamination 20.00</li> </ul> |                                    |
|      | <b>Component</b>   | <b>Rent Amount (INR) per Month</b> |
| 2.   | Rent to be paid to NFSU for running Photocopy Shop at NFSU, GOA CAMPUS   |                                    |
|      | In words   |                                    |

**The minimum rent will be Rs. 5000/- per month**

Signature of the Vendor with stamp / seal

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Note: The bids are evaluated on following basis

### Evaluations Criteria for EOI

The evaluation will be done taking into consideration the rent quoted by the bidder and marks obtained by the bidder in technical evaluation. Qualifying marks will be 60.

The contract will be awarded to the responsive bidder(qualified)on highest rent basis (H1Bidder)

Particulars for evaluation:

|    |  |              |
|----|--|--------------|
| A) | Number of year in operation (attach Registration certificate):         | Max Marks 40 |
| 1  | Less than 2 years  | 0 Marks      |
| 2  | Above 2-5 Years  | 25 Marks     |
| 3  | Above 5-10 years   | 30 Marks     |
| 4  | Above 10 years   | 40 Marks     |
| B  | Interview of evaluation Committee                                      | Max Marks 30 |
| C  | Experience in Education Institute (Central Govt /State Govt/University | 30           |
| 1  | Less than 2 Year   | 0            |
|    | 2 to 5 Years   | 10           |
|    | 5-10 years   | 20           |
|    | More than 10   | 30           |

Total Score: 100

Qualifying marks: 60

#### Gandhinagar Campus & Headquarter

Sector-9, Gandhinagar  
Gujarat 382007  
Ph:079-23977102/103  
Fax: 079-23247465  
Email:

Campus - director\_gnr@nfsu.ac.in  
HQ - exe\_registrar@nfsu.ac.in

#### Delhi Campus

LNJN NICFS  
Sector - 3  
Outer Ring Road  
Rohini, Delhi -110085  
Ph:011-2752109, 27511580  
Fax:011-27511571  
Email: director\_dc@nfsu.ac.in

#### Goa Campus

Curti, Ponda  
Goa - 403401  
Ph: 0832-2313036/3034  
Email:director\_goa@nfsu.ac.in

#### Tripura Campus

VIP Road, Radhanagar  
Adjacent to Buddha Mandir  
Agartala-799001, Tripura  
Ph: 0381-2310009/0006,  
2312525/2828  
Email: director\_tripura@nfsu.ac.in

#### Bhopal Campus

NFSU, C/o CFSL,  
Barkhera Bonder,  
P. O. Bairagarh Kalan,  
Bhopal-462 030 (MP)  
Ph:7552995271  
Email: director\_bhupal@nfsu.ac.in