

NOTICE

NOTICE INVITING EXPRESSION OF INTEREST(EOI) for “Empanelment of Contract with Hotels for Accommodation, Lodging and Transportation Services for Trainees, Officials, International Guests and Delegates for National Forensic Sciences University (NFSU), Gandhinagar within and around 15 kms of NFSU, Gandhinagar Campus”

(E-PROCUREMENT MODE ONLY)

National Forensic Sciences University, Gandhinagar invites online bids (e-tender) from eligible agencies for the Empanelment Contract with Hotel Accommodation, Lodging and Transportation Services for Trainees, International Guests and Delegates for its various Training Programs, Trainings, Seminars, Workshops and other important functions/programs within and around 15 kms of National Forensic Sciences University (NFSU), Gandhinagar Campus.

Service Description	
Empanelment Contract with Hotel for Accommodation, Lodging and Transportation Services for its various Training Programs, Trainings, Seminars, Workshops and other important functions/programs within and around 15 kms of National Forensic Sciences University (NFSU), Gandhinagar campus.	

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and the bid is to be submitted online only through the same portal up to the last date and time of submission of the tender.

Critical Dates of Tender:

1	Date and time of Online Publication/Download of Tenders	02/09/2025	18.00hrs
2	Pre-Bid Clarifications start date	03/09/2025	11.00hrs
3	Pre-Bid Clarification end date	10/09/2025	18.00hrs
4	Uploading of corrigendum after the receipt of clarifications (If any)	12/09/2025	18.00hrs
5	Bid submission start date & time	02/09/2025	18.00hrs
6	Bid submission close date & time	23/09/2025	18.00hrs
7	Opening of Technical bids	25/09/2025	14.00hrs

All Technical and Specification-related Pre-Bid Queries may be sent to Email ID: purchase_hq@nfsu.ac.in within the due date. Please note that after the end of the Pre-Bid Clarifications end date no queries will be entertained.

1. About NFSU, Gandhinagar:

National Forensic Sciences University (NFSU), Gandhinagar is an Institution of National Importance under the Ministry of Home Affairs (MHA), Govt. of India.

2. AVAILABILITY OF TENDER

The tender document can be downloaded from [CPP Portal](#) and be submitted only through the same website.

2.1 BID VALIDITY PERIOD

The bid will remain valid for **180 days** from the date of opening as prescribed by NFSU, Gandhinagar. A bid valid for a shorter period shall be rejected, being non-responsive.

2.3 BID SUBMISSION (Instruction to Bidder)

- I) Bidders are required to enroll on the e-Procurement module of the **Central Public Procurement Portal** (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **This registration is completely free of charge.**
- II) Possession of a valid Class II/III DSC in the form of smart e- token/card is a prerequisite for registration and participating in the bid submission activities. DSC can be obtained from the authorized certifying agencies recognized by CCA India (e.g. Sify/ TCS/ nCode/ eMudhra etc).
- III) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

2.4 TENDER CLARIFICATION

- I) In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. no: 07923977123, Email :- purchase_hq@nfsu.ac.in on or before due date.
- II) Technical and Specifications related Clarifications can also be contacted on above mentioned email and phone number too.
- III) Any queries relating to the process of online bid submission or queries relating to the CPPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

2.5 ONLINE BID SUBMISSION PROCEDURE

Preparation of Bids: The offer/bid should be submitted in One Bid i. e. Technical bid. The Technical bid should be consisted of all technical details along with all annexures.

The Technical bid must be submitted in Online mode only.

Technical Bid: The file should be saved in a PDF version numbered sequentially and should be comprised of the following items:

Technical Bid

Duly Completed Scanned PDF copy of, PAN, GST, Firm Registration certificate and **ANNEXURE- I to VII** with relevant supporting documents

Only the relevant documents as per the tender clauses are to be uploaded along with the duly completed checklist as per the ANNEXURE -III. Uploading of other than the required documents may be liable for rejection of the bid.

Note:

If the bid is incomplete and/or non-responsive it will be rejected during technical evaluation. The Bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

BID OPENING

Technical Bids will be opened on 24/09/2025 at **16.00Hrs.**

Bids should be summarily rejected, if tender is submitted other than through online CPP Portal.

3. DISCLAIMER

The near relatives of employees of National Forensic Sciences University, Gandhinagar are prohibited from participating in this tender. The near relatives for these purposes are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) Their spouses

The one related to the other in the manner as father's, son(s), Son's wife (daughter-in- law), daughter(s) and daughter's husband (sons-in-law) brother (s) and brother's wife, sister(s) and sister's husband, brother(s)-in-law.

4. Tender Fee: -

Application processing cost is Rs. 1500/- (Rupees One Thousand Five Hundred only) in the form of DD/ Banker's Cheque in favour of "Executive Registrar, NFSU, Gandhinagar" payable at Gandhinagar. The Tender Fee once deposited cannot be refunded in any circumstances. The MSME and Startup as define under the rules are exempted from paying tender fee as per General Financial Rules. However, they are required to submit Udyam Registration / valid self – attested registration certificates along with the tender documents under prescribed category.

5. A successful agency should deposit the performance security deposit amounting to Rs. 7,50,000/- (Rupees Seven Lacs Fifty Thousand only) in the form of FDR/ PBG in favour of "Executive Registrar, NFSU, Gandhinagar.

6. Acceptance/ Rejection of Bid: - The Competent Authority shall have right to accept or reject any or all offers without assigning any reasons.

Eligibility Criteria

The agencies meeting the following eligibility criteria would be considered:

7.1. Legal Entity: The bidder should be either:

- (a) A company registered under Indian Companies Act, 1956/2013 or
- (b) A partnership firm registered under Indian Partnership Act 1932. L.L.P. (Limited Liability Partnership) or
- (c) A proprietorship firm duly registered either under the suitable act or any other Act of State/ Union as applicable for dealing in the subject matter of procurement (**Note:** A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the Bidder.)

7.2. Certification of Star Rating: Should have certification from HRACC, Ministry of Tourism, Govt. of India.

7.3. Trade License from GMC/Gandhinagar Police: Should have Trade License for Hotel from concerned Municipal Corporation/ Gandhinagar Police.

7.4. Registration with Fire Department for Fire License: Should have Fire License from Fire Department.

7.5. No. of rooms available Bidder should have at least 20 rooms available in their Hotel.

7.6. An Average Annual turnover of Rs. 75 Lacs or more in last three financial years 2022-23 2023-24, 2024-25 (**C.A. Certificate to be enclosed in support**).

7.7. Tax Registration: The Bidder should be registered for GST & Income Tax, where his business is

located.

1. GST Registration

2. Income Tax/Pan Number

7.8. The bidder should have filed the latest Income Tax, Sales Tax, Service Tax, clearance/Submission Challan etc.

7.9. No bidder should have been blacklisted/debarred from participating or executing contract with any of PSU or Public Agency or institution, as the case may be, during the last 3 years for the reason whatsoever. (**Notary attested Affidavit, in this regard, should be submitted**). Kindly refer Annexure-II.

8. SCOPE OF WORK

9. General Instructions:

- 9.1. EOI must be submitted as prescribed above. Those who fail to follow this procedure may be disqualified forthwith.
- 9.2. All the terms and conditions for “EOI for empanelment of hotels for providing boarding, lodging and transporting services” will be as those mentioned in this EOI document and no changes in the terms and conditions will be acceptable. i.e conditional bids and the bids not accepting the terms and conditions will be rejected.
- 9.3. The bidder shall honour all aspects of fair-trade practice in all their dealings with NFSU.
- 9.4. **Subletting:** Empaneled bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit.
- 9.5. **Miscellaneous:** Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and NFSU, during the period of contract. Default of any terms and conditions will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.
- 9.6. **Qualified bidder will be empaneled initially for a period of two years**, which may be extended for maximum one year depending upon satisfactory performance as decided by the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR.
- 9.7. Payment against Bill shall be made only after satisfactory services of Hotels. Services will be certified for satisfaction / non-satisfaction by the concerned NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR official. No interest will be payable on the non-payment due to delayed submission of bills and non-satisfactory services. No advance payment

will be made. The payment will be made by local crossed cheque/bank transfer/RTGS/NEFT etc.

- 9.8. The empaneled Bidder is expected to maintain high level of professional ethics and will not act in any manner which is detrimental to the interest of the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR.
- 9.9. Decision regarding the allotment of occupancy of room sharing will be at the sole discretion of the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR and no extra charges will be paid apart from the approved rates.
- 9.10. All the boarding, lodging and transportation services is to be arranged after getting prior approval of the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR and the University will not be responsible for error of omission or commission.
- 9.11. The agency/firm/company shall be liable for depositing all taxes on account of services rendered by it to NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 9.12. The NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR may empanel more than one Agency, and shall be completely at will free to accommodate Trainees, Delegates, officials and depending upon its requirement and convenience.
- 9.13. The performance of the agency shall be regularly reviewed on the key parameters as decided by NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR from time to time in execution of assignments given to them. In case, the Agency fails to meet the requirements of the University, the University shall be constrained to terminate the empanelment at any time before the completion of empanelment contract.
- 9.14. Empaneled Agency will not be allowed to engage any other sub-agency to execute the assigned work/job, failure to do so shall result in the termination of the empanelment.
- 9.15. The University does not guarantee any minimum business or assignment to empaneled agency. Work given to empaneled agency will depend on the requirements, financial resources available with NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR and the performance of the Agency.
- 9.16. Applications received after the due date and time and without requisite documents in prescribed format will be summarily rejected.
- 9.17. The decision of the competent authority of the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR shall be final in all matters relating to the empanelment and decision thereof.

- 9.18. Where ever specific terms and conditions have not been spelt out in EOI document, General Finance and Accounts Rules of the central government shall apply.
- 9.19. NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR will have the right to drop any Agency from the empaneled list without assigning any reasons whatsoever. NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR also reserves the right to modify the Terms and Conditions for empaneled Agencies.
- 9.20. Documents/Payments are to be submitted / deposited by the successful bidder within 07 days from the issue of offer letter. Agency should also deposit the performance security amounting to **Rs. 7,50,000/- (Rupees Seven Lacs Fifty Thousand only)** in the form of Demand Draft/FDR in Favor of EXECUTIVE REGISTRAR, NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR payable at Gandhinagar within seven days from the date of issuance of offer letter. No interest on performance security shall be paid.
- 9.21. **Arbitration:**
- (a) If dispute or difference of any kind arises between NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR and the agency, in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator; to be appointed by the EXECUTIVE REGISTRAR, NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR at Gandhinagar as per the provisions of the Indian Arbitration and Conciliation Act, 1996, whose decision will be final & binding on both the parties.
- 9.22. The venue of arbitration shall be Gandhinagar, Gujarat, India.

Governing laws and Jurisdiction of the Court:

The courts at Gandhinagar shall have the exclusive jurisdiction to try all disputes, if any, arising out of the agreement between the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR and agencies. The Contract shall be governed and construed in accordance with the laws of republic of India.

- 9.23. The Agency shall perform the services and carry out the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices.
- 9.24. If during the execution of the contract problem will be found / delayed / loss then a penalty of 2% of the contract value per week (Maximum 10%) may be imposed by the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR.
- 9.25. The agency shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional

standards and practices. The agency shall always act in respect of any matter.

- 9.26. Relating to this contract as faithful advisor to NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR. The agency shall always support and safeguard the legitimate interests of NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR to conform to the standards laid down in the Campaign Proposal Details in totally.
- 9.27. NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR requires that the Agency provide professional, objective and impartial advice and at all times hold NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any considerations for future work.
- 9.28. Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal, violation of this clause may result in the rejection of the proposal.
- 9.29. Any dispute, difference or question arising out of this agreement shall be settled amicably between the parties, failing which the same shall be referred to the sole arbitrator to be nominated by Vice Chancellor, NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR. for arbitration under the Arbitration and Conciliation Act, 1986, and the place of arbitration shall be Gandhinagar.

Sd/-
EXECUTIVE REGISTRAR
NFSU, GANDHINAGAR

ANNEXURE-I Pre-Qualification Bid Format

Name of the Hotels with Star Rating & Address _____

Please provide following information about the Company (Attach separate sheet if required.)

Sl.	Information Particulars	Response
1.	Copy of valid Registration Certificates (as applicable) Copy of certificates of incorporation Partnership deed Copy of LLP Agreement	
2.	Certification of Star rating	Copy of certification from HRACC, Ministry of Tourism, Govt. of India
3.	Trade License form GMC/Gandhinagar Police	Copy of Trade License from Municipal Corporation/ Gandhinagar Police
4.	Fire License from Fire Department	Copy of Fire License from Fire Department
5.	Tax Registration	Copy of 1. GST Registration 2. Income Tax/PAN number
6.	Number of rooms available (At least 20 rooms)	

We confirm that, all the details mentioned above are true and correct and if NFSU observes any misrepresentation of facts on any matter at any stage of evaluation, NFSU has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that NFSU can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors.

We also acknowledge the information that this bid is valid for a period of 120 days, for the short-listing purpose, from the date of expiry of the last date for submission of bid.

ANNEXURE-II Financial Bid Format

Sr. No.	Room	Transportation Service	Expected Training Duration	Specification (Without Transportation Services)	Rate per participant/per room night (INR)(Inclusive of all taxes, duties and service charges)
1.	Single Room (Single Occupancy)	Without Transportation	One week or Two - weeks	<ul style="list-style-type: none"> • Single room single occupancy • Food facilities: <ul style="list-style-type: none"> ➤ Breakfast and dinner on working days ➤ All three meals (breakfast, lunch, and dinner) on weekends (Saturday & Sunday) and public holidays • Hotels located within 10–15 km radius of the university. 	
		With Transportation Services from hotel to University (to and fro)	One week or Two – weeks	<ul style="list-style-type: none"> • Single room single occupancy • Transportation services from hotel to University (to and fro) • Hotels located within 10–15 km radius of the university. • Food facilities: <ul style="list-style-type: none"> ➤ Breakfast and dinner on working days ➤ All three meals (breakfast, lunch, and dinner) on weekends (Saturday & Sunday) and public holidays • Hotels located within 10–15 km radius of the university. 	
2.	Single Room with Double Occupancy (Twin Bed)	Without Transportation	One month and or more	<ul style="list-style-type: none"> • Single room with double occupancy (Twin beds) • Food facilities: <ul style="list-style-type: none"> ➤ Breakfast and dinner on working days ➤ All three meals (breakfast, lunch, and dinner) on weekends (Saturday & Sunday) and public holidays • Hotels located within 10–15 km radius of the university. 	
		With Transportation Services from hotel to University (to and fro)	One month and or more	<ul style="list-style-type: none"> • Single room with double occupancy (Twin beds) • Transportation services from hotel to University (to and fro) • Hotels located within 10–15 km radius of the university. • Food facilities: <ul style="list-style-type: none"> ➤ Breakfast and dinner on working days ➤ All three meals (breakfast, lunch, and dinner) on weekends 	

				(Saturday & Sunday) and public holidays <ul style="list-style-type: none">Hotels located within 10–15 km radius of the university.	
3.	General Services: <ul style="list-style-type: none">Wi-Fi ConnectivityComplimentary two bottles of packaged drinking water per day24 hours Housekeeping ServicesRoom ServicesTea Coffee Maker in room Or other standard amenities provided by Hotel				

ANNEXURE-III

Checklist for submission of EOI

(This checklist duly filled should be enclosed with the EOI application form)

All the documents enclosed with the EOI form should be numbered and signed.

Name of the Agency: - _____

Name of work : Empanelment Contract with Hotel for Accommodation, Lodging and Transport Services

Sr. No.	Documents	Photocopy enclosed or Relevant Documents Yes/ No	Page No.	Verified (for official use only)
1.	All the pages of EOI form are signed (please write Yes/No)			
2.	EOI application Demand Draft			
3.	Residence Proof duly attested			
4.	Self-attested Photocopy of ownership/partnership deed document in case of firm			
5.	Self-attested Passport size photographs pasted on the Application form.			
6.	Affidavit to the effect that the applicant/firm/Agency is not blacklisted by any Govt. Organization.			
7.	An affidavit to the effect that the applicant /firm either himself/herself or thorough any partner/close relation i.e., son/daughter/father/mother does not already have a concurrent license from the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR, Gandhinagar for running the trade mention in the EOI form.			
8.	PAN Number			
9.	GST IN No.			
10.	Documentary Support for eligibility criteria (See Eligibility Criteria)			
11.	Any other document (s)			

Note: EOI documents for Empanelment of contract with Hotel for Accommodation, Lodging and Transportation and name of the Agency should also be written on the envelope.

Application form is not transferable.

Date:-----

Signature
Name and Seal of the Agency

ANNEXURE-IV

Tender No. **NFSU/Hotel/Empanelment/2025-26**

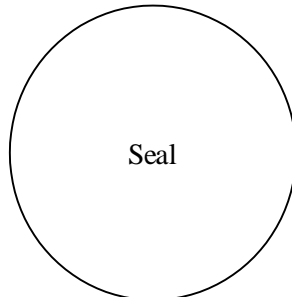
Date: / /2025

Name of the Tender/Supply: Empanelment of Contract with Hotels for Accommodation, Lodging and Transportation Services Experience cum past performance: Last Five years

Year	Name of the Service with Details	Work Order No. & Date (Copy of the Orders to be attached)	Work Completion	Contact Details of Client

Date:

Authorized Signatory:



Name:

Designation:

Contact No.:

Place:

UNDERTAKING

(To be submitted on letter head of the agency)

Tender No. **NFSU/Hotel/Empanelment/2025-26**

Date: / /2025

To

**The Executive Registrar,
National Forensic Sciences University
Sector-09, Gandhinagar**

Name of the Tender/Supply: Empanelment of Contract with Hotel for Accommodation, Lodging and Transportation Services for National Forensic Sciences University, Gandhinagar.

Sir,

I/we here by submit our bid for **Empanelment Contract with Hotel for Accommodation, Lodging and Transport Services for National Forensic Sciences University, Gandhinagar.**

1. I/We hereby reconfirm and declare that I/We have carefully read, understood & complying the above-referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me/us are inclusive of all taxes, duties etc., applicable as on date.
2. I/we have gone through all terms and conditions of the tender document before submitting the same.

Date:

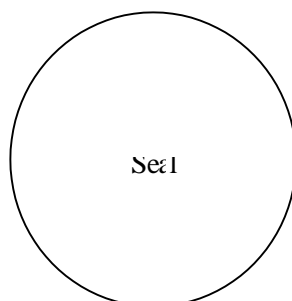
Authorized Signatory:

Name:

Designation:

Contact No.:

Place:



Other Documents to be submitted:

1. Demand Draft on Account of application Form (if applicable)
2. Work order/ Contract order of old contract.
3. Application Form duly signed.
4. Annexure-I & II
5. PAN No. of Firm/Company/Agency
6. GST IN No.
7. Residence Proof & Identity Proof.
8. Self-attested Photocopy of ownership/partnership deed document.
9. Self-Attested Passport Size Photograph pasted on the application of EOI Application form.
10. An affidavit to the effect that the applicant/firm/Agency either himself/herself or through any partner/close relation i.e son/daughter/father/mother does not already have a concurrent license from the NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR, Gandhinagar for running the trade mention in the EoI Application form.
11. Current IT return duly signed.