

**Tender Enquiry From**

<b>Firm's Reference</b>	<b>TENDER FORM</b>	<b>Date</b>	
<b>Firm Registration No. (if any)</b>		<b>PAN (attach photocopy)</b>	
<b>TIN/VAT/CST No.</b>		<b>Address:</b>	
<b>Phone</b>			
<b>Fax</b>			
<b>Email</b>			
<b>M/s:</b>	<b>Enquiry No. &amp; Date</b>	NFSU/Pur./INTERPA/FOOD/2023/4115 , Dated :- 02 / 11 / 2023	
	<b>Estimated Cost</b>	Rs. 10,50,000/-	
	<b>Last Date &amp; Time for tender submission</b>	09 <sup>th</sup> November 2023 at 17: 00 Hrs.	
	<b>Tender opening date &amp; time</b>	10 <sup>th</sup> November 2023 at 13:00 Hrs.	

Please submit on or before 17:00 Hrs. on the date of tender submission, your quotation for the following goods/services, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with - Enquiry No & Date of Tender Opening :-

Yours Sincerely Procuring Officer

**Tender Schedule:** All Rates in Figures and in Words in Rupees:

Sr No	Description and Specification	Qty	Unit	Rate Per Unit	Taxes & Duties	Total Value
1	As per Annexure 1					

**Delivery Schedule:** ; EMD to be submitted @3% i.e. Rs. 31,500/-

**Enclosed Name of Item/Specifications/Drawings/Special Conditions of Contract:**

**Item/Tender Specific Conditions of this Tender:**

I/we engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed over leaf.
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers).
5. I/we confirm that set off for the ED, VAT/GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT/GST, etc.
6. This offer is valid for 90(ninety) days from the date of opening of the tender.
7. That we have not been debarred by any Government/Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
9. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

<b>Signature &amp; Seal Place &amp; Date:</b>	<b>Name of Authorized Signatory:</b>
<b>Address:</b>	<b>Tel. No./ Fax. No./ Mobile No.</b>
	<b>Email Id:</b>



**TERMS AND CONDITIONS OF LIMITED TENDER**

1. The quotation must be in the form furnished by procuring entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested and counter signed by authority. If it is not done then the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 3.00 pm at the indicated venue in the presence of the tenderer or their representatives who may wish to be remain present.
3. National Forensic Sciences University reserves the right to accept the offer by Individual items and reject any or all tenders without assigning any reasons thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected procuring entity's registered suppliers. Unsolicited offers are reliable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of procuring entity and apply for registration as per procedure.
5. Manufacturer's/ Service provider's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is a large scale industry or a small scale industry. If you have NSIC/MSME/MSI Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification/any other applicable certificate for the services, if any must accompany the to quotation. Make/ brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to them at serial enquired by us, the same may be shown separately.
7. National Forensic Sciences University reserves the right to modify the quantity specified in this enquiry.
8. The prices quoted should be firm till the supplies are completed. Please quote the rates both in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.

9. Payment of sales tax is primarily the responsibility of the seller and will not be paid by NFSU, Gandhinagar unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/ST is recorded in the quotation, the CST/ST will be considered as included.
10. Delivery period required for supplying the material should be invariably specified in the quotation.
11. In case your quotation is accepted and order is placed on you, the supply services against the order should be made within the period stipulated in the order. The Government of India reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material/services within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2%(half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
12. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
13. Arbitration Clause: Any arbitrate relating to the enquiry shall be subject to the jurisdiction of the court at Gandhinagar/Ahmadabad only.
14. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material/services by NFSU Gandhinagar in good condition, if any other payment term is to be offered by the service provider then it should be clearly stated and NFSU decision on payment term will be final.
15. The quality and efficacy may be verified by the committee members through tasting/ other mode.
16. Amenities/ consumables like crockery, utensils may be verified by the committee if required.
17. Caterers should have a minimum of 5 years of catering experience.
18. FSSAI approval to the service provider is a must.
19. Previous experience (Minimum 3 years) in catering to high profile dignitaries is mandatory. Work orders can be submitted as a proof a same.
20. Quality and hygiene of food provided should be standard.

21. Possession and use of sterile utensils, plats are mandatory.
22. Serving staff should be appropriately trained to understand and execute request from dignitaries.
23. Serving staff should be dressed in an appropriate uniform including mask, cap and gloves.
24. The menu will be subject to customization, however the number of items will remain same in each category.
25. At present above menu is for average 150 persons per day, it can decrease or increase maximum up to 25% more or less. Our function is for two days, so, maximum total persons for calculating rate for catering services is to be considered.
26. Payment of the actual served food bill will be made by NFSU, Gandhinagar.
27. Approx 150 VVIP delegates from 63 countries will attend this event so only 5 star ranking food caterers for renowned hotels are invited to participate.

*02/11/23*  
**Deputy Registrar (Purchase)**

**Campus Director**



**Gandhinagar Campus & Headquarter**

Sector-9, Gandhinagar  
Gujarat 382007  
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Email:

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**Delhi Campus**

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**Goa Campus**

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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\_bhopal@nfsu.ac.in



## Annexure-1

Sr. no.	VENUE- NFSU	22/11/2023	23/11/2023
1	Morning Hi-Tea	Tea/Coffee machine	Tea/Coffee machine
		Masala Tea/Dip Tea	Masala Tea/Dip Tea
		Assorted Soft Drinks	Assorted Soft Drinks
		Ragi Fruit Tart	Chocolate Slice Cake
		Roasted Cashew/Almonds	Roasted Cashew/Almonds
		Cookies- Sweet & Salty	Cookies- Sweet & Salty
2	Lunch – Soup	Menu	Menu
		Minestrone Soup	Broccoli with Almond Soup
		Chicken Manchow Soup	Chicken Sweetcorn Soup
3	Starter	Veg Spring Roll	Beetroot Kabab
		Vegetable Crunchy Balls	Corn Cheese Ball
		Chicken Tikka	Chilly Fish
4	Salad	Green Salad	Green Salad
		Tossed Salad	Russian Salad
		Papdi Chat	Sev Puri Chat
		Plain Curd	Plain Curd
		Boondi Raita	Veg Raita
5	Main Course	Murgh Do Pyaza	Ghost Khada Masala
		Fish Fillet	Grilled Fish
		Baked Vegetables	Penne Alfredo
		Paneer Khurchan	Paneer Tikka Masala
		Vegetable Kolhapuri	Dum Ka Vegetable
		Navratna Pulao	Jeera Mutter Pulao
		Dal Lasooni Tadka	Dal Makhani
		Assorted Indian Breads	Assorted Indian Breads
6	Desert	Live – Crispy Small Jalebi	Live- Gulab ki Kheer
		Basundi , Ice Cream	Matka Kulfi
		Water Bottle- 200 ml.	Water Bottle 200 ml.
		Assorted Mukhwas	Assorted Mukhwas



Sr. no.	VENUE- NFSU	22/11/2023	23/11/2023
7	Evening Hi-Tea	Tea/Coffee machine	Tea/Coffee machine
		Masala Tea/Dip Tea	Masala Tea/Dip Tea
		Kachori	Aloo Vada
		Roasted Cashew/Almonds	Roasted Cashew/Almonds
		Cookies- Sweet & Salty	Cookies- Sweet & Salty

**Important Note :-**

- The menu will be subject to customization, however the number of items will remain same in each category.
- At present above menu is for average 150 persons per day, it can decrease or increase maximum up to 25% more or less. Our function is for two days. Hence, maximum total persons for calculating rate for catering services is to be considered
- Payment of the actual served food bill will be made by NFSU, Gandhinagar
- Approx 150 VVIP delegates from 63 countries will attend this event so only 5 star ranking food caterers for renowned hotels are invited to participate.



*[Handwritten Signature]*  
22/11/2023  
**Campus Director**  
NFSU, Gandhinagar