

EXPRESSION OF INTEREST (EOI)

FOR POST/COURIER/PARCEL SERVICES

AT NFSU, GANDHINAGAR

EOI NO: NFSU/ADM/EOI/01/2024/

DATE: 14.03.2024

Date of Issue of EOI : 15.03.2024 (11:11 Hrs)
Last date of submission of EOI : 20.03.2024 (16:00 Hrs)
Opening of EOI : 21.03.2024 (11:00 Hrs)

Address for Submission of hard copies:

**Executive Registrar,
National Forensic Sciences University
Sector 9, Gandhinagar, Gujarat**

Email Id: dr_adm@nfsu.ac.in (for any queries)

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_bhopal@nfsu.ac.in

EXPRESSION OF INTEREST

Subject: Expression of Interest for providing Post/Courier/Parcel services at National Forensic Sciences University (herein after called NFSU), Gandhinagar.

NFSU, Gandhinagar invites Expressions of Interest from the eligible agency/ firm/ individual herein called as bidder to provide Post/Courier/Parcel services at NFSU, Gandhinagar.

Interested bidder should submit their Application/Expression of Interest on prescribed format on or before **20.03.2024 by 16:00 Hrs.** at NFSU, Gandhinagar.

Address for Submission of hard copies:

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Gandhinagar, Gujarat-382007**



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MINIMUM ELIGIBILITY CRITERIA

- 1) Bidder should be a registered under MSME/ Shop Establishment Act/ Company Act/ Society registration Act/Proprietary firm etc.
- 2) Should have a minimum of two years experience providing Post/Courier/Parcel Services 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) The Headquarter of Company/Entity/Proprietary firm should be in Ahmedabad/ Gandhinagar, Gujarat.
- 4) The firm shall never have been blacklisted by any Government/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 and not been involved in corrupt or fraudulent practices any in last 5 years.

OBLIGATIONS OF THE AGENCY/VENDOR: -

1. The service provider will collect the Post/Courier/Parcel from NFSU premises and dispatch accordingly as per the instructions issued from time to time.
2. The Service provider should provide Post/Courier/Parcel services as per the standard rates of Indian Post office (refer Annexure II). In addition to the standard rates the service charges will be provided to the Agency.
3. The service provider is responsible for collection, dispatch, delivery of articles along and should provide with Tracking ID report on every day basis.
3. The incomplete address/returned article should be intimated to the NFSU HQ on the day immediately.
4. The payment will be reimbursed with proper record of requisition and other details on a monthly basis as per the rate prescribed in the work order.
5. The vendor should not carry or preserve copy of any paper provided for dispatch for own use and should not handover any paper/book to other than the intendant recipient.
6. The Vendor should undertake work on all the days including holidays.

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How to submit the EOI – Three cover System

Method of selection –

The interested party/firm/company/ bidder wherein also called vendor 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** (Ten Thousand Rupees only).

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

- (a) The EOI for Providing Post/Courier/Parcel Services at NFSU, Gandhinagar
- (b) Address of the sender with PIN code

The same shall be forwarded to the University by post or by hand at the following address on or before **20.03.2024** by **16:00 Hrs**: -

**Executive Registrar,
National Forensic Sciences University,
Sector – 09,
Gandhinagar – 382007**

The prospective vendor will be selected based on the technical and financial criteria recommended by the Evaluation Committee constituted for this purpose.

विद्यया अमृतं अश्नुते

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GENERAL TERMS AND CONDITIONS TO THE BIDDERS

1. The period of contract will be initially for a period of one year that may extend for a period of one year at a time but not more than a total of 3 years based on the satisfactory performance of the vendor.
2. The Service provider should come and collect the Post/Courier/Parcel from the NFSU HQ (Central Registry) twice a day i.e. 11AM & 4PM on all working days and if required occasionally on Holiday.
3. The selected bidder shall be required to furnish security deposit of **Rs. 30,000/-** in advance in form of DD in the name of Executive Registrar 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 expiry of contract to the service provider without any interest.
4. If there is any damage to article or misplaced/failed to deliver any article 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 encash the security deposit held in security to release this payment.
5. 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.
6. A committee constituted by the university will make surprise check / monitoring of the services rendered by the service provider.
7. The Service Provider has to provide the number of articles dispatched every month along with the Tracking Numbers to office of Deputy Registrar Administration.
8. The Service Provider should have online consignment tracking facility available on its official website.
9. The service provider shall discharge his obligation under these contract most diligently, efficiently and honestly.
10. The service provider shall bear all cost and expenses and stamp duty in respect of all Agreements that may be entered into with the University to give effect to this arrangement.
11. The service provider shall alone bear all taxes, rates, charges, levies or claims whatever as may be imposed or levied by the State/Central Government(s) or any local body or authority for and in connection with the rendering services. However, GST applicable shall be reimbursed to the Agency/Firm on submission GST invoice.

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13. The service provider will be obligated to meet the said authorized officer once in a month for assessing and monitoring the quality of services rendered, The Service provider shall comply with such observations/feedback made and furnished by the University for improvement of the service by him/her. However, the continuance of the contract shall be subject to review of the performance from the time to time and incase the performance not found to be satisfactory at any period under such review, the University at its discretion, reserve its right to terminate the contract under due notice of 1 month to the service provider without incurring any further liability therefor.
14. The operation of the timings shall be as per directions of NFSU Officials.
15. The service provider shall carry out only the specified approved dispatch or deliver the Post/Courier/Parcel 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.
16. 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 the work undertaken by the service provider at all times and the service provider shall obey the orders and directions issued by NFSU.
17. The service provider must take permission from NFSU before changing the courier agent etc.
18. No child labors shall be employed for servicing as per law in force.
19. 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.
20. No subletting / sub-contracting of work will be allowed at any stage.
21. Service provider will have to give ethical practices declaration.
22. NFSU shall remain fully indemnified against any damage and any incidence arises by the service provider or his representative working in the premises for whatever reasons. 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.
23. The successful service provider shall have to enter into an Agreement with NFSU for the purpose on Non-Judicial Stamp paper of Rs. 300/- The cost of agreement shall be borne by the service provider.
24. NFSU does not give any guarantee of work or quantity of work in this regard. Service provider has to pay all the dues even if no work is assigned by NFSU.
25. If during the contract, any statute/Govt. notifications prohibits employment of Contract Labour for the services envisaged under this agreement or otherwise, the contract shall come to an end forthwith and no compensation shall be payable to the service provider or his workmen/employees.

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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.

- Company/Firms/vendor profile (background) including contact details (address, Telephone, Email ID, detail of branches if any) in prescribed format (Annexure-I) and other relevant document.
- PAN
- Firm/Company Registration Certificate.
- GST Certificate, if any.
- Other Statutory Registrations/Contracts, if any.
- Experience details, along with supporting documents
- Income Tax Returns if any
- Post of Address
- Certificate of not being Blacklisted
- Ethical practices declaration
- Any other document as required under other provisions of this EOI document and not mentioned herein above.

The Expression of Interest (EOI) complete in all respects with stipulated documents, should be submitted and addressed to Executive Registrar, NFSU, Gandhinagar, in a sealed cover by super scribing the envelope with **"Expression of Interest (EOI) for POST/COURIER/PARCEL Services at NFSU, GANDHINAGAR"**.

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

Expression of Interest should reach the above address on or before **16:00 Hrs., dated: 20.03.2024** and the date of opening of the EOI will be **21.03.2024**. 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 – I

(On the letter head of the firm)

PERFORMA FOR APPLICATION

Personal Information:

1.	Name of 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.			

I/We hereby submit the proposal for providing Post/Courier/Parcel services at National Forensic Sciences University, Gandhinagar. 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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Annexure – II

Standard rates for dispatch of Post/Courier/Parcel Services:

Registered Letter and Ordinary:

Weight (in grams)	Registered Letter (in INR) (18% GST extra)	Registered Letter AD (in INR) (18% GST extra)
20	22	25
40	27	30
60	32	35
80	37	40
100	42	45
Additional 20 Gram or part thereof	5	5
Track & trace facilities	Yes	Yes

AD: Acknowledgement

Registered Parcel/Ordinary Parcel Rate:

Weight (in gram)	Registered Parcel (in INR) (18% GST extra)	Registered Parcel AD (in INR) (18% GST extra)
500	36	39
1000	52	55
1500	68	71
2000	84	87
Additional 500 Gram or part thereof	16	16
Track & trace facilities	Yes	Yes

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Speed Post Rates:

(Tariff Structure of Speed Post)

Weight (in grams)	Local	Up to 200 Kms.	201 to 1000 kms.	1001 to 2000 kms.	Above 2000 kms.
Up to 50 Grams	INR 15	INR 35	INR 35	INR 35	INR 35
51 Grams to 200 Grams	INR 25	INR 35	INR 40	INR 60	INR 70
201 Grams to 500 Grams	INR 30	INR 50	INR 60	INR 80	INR 90
Additional 500 grams or Part thereof	INR 10	INR 15	INR 30	INR 40	INR 50
18% GST Extra					

AD: Acknowledgement

Business Parcel:

Weight slab Distance	Up to 2 kg	Every additional 1 Kg up to 5 kg	Every Additional 1 Kg. Above 5 kg.
Local	45	12	14
Within State	80	20	22
Neighboring state	100	25	28
Other State	115	30	32
18% GST Extra			

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Note: The bids are evaluated on following basis

Evaluations Criteria for EOI – Technical Scrutiny

The bidder who qualifies the Minimum Eligibility Criteria will be evaluated as below for Technical Scrutiny:

Qualifying marks will be 6.

Particulars for evaluation for Technical Bid

A)	Number of year in operation (attach Registration certificate):	Max Marks 5
1	Less than 2 years	0 Marks
2	Above 2 and up to 5 Years	3 Marks
3	Above 5 and up to 10 years	4 Marks
4	Above 10 years	5 Marks
B)	Experience in Education Institute (Central Govt. /State Govt./University)	Max Marks 5
1	Less than 2 Year	0 Marks
2	Above 2 and up to 5 Years	3 Marks
3	Above 5 and up to 10 years	4 Marks
4	Above 10 years	5 Marks

Total Score: 10

Qualifying marks: 6

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Evaluations Criteria for EOI – Financial Scrutiny

- The Bidder will quote the service charge to provide Post/ courier/Parcel services at the rate of Indian Post (Refer Annexure II).
- The bidder should quote the Service Charges only in the "Price Bid".
- The bidder who quotes the lowest service charge will be awarded contract.
- In case same service charge quoted by the more than one bidder, the bidder having more experience in the Government Educational Institutions will be given preference.



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