

**National Forensic Sciences University,
Guwahati Campus
Narakasur Hiltop, GMCH Road, Bhangagarh, Guwahati,
Kamrup (M), Assam-781032.**

Phone: +91 9057085358, +91 9706733136, +91 361 2349915

Advertisement No. 03/2024 Dated: 01 Dec 2024

Notice Inviting Proposal for Annual Rate Contract for Supply of Chemicals, Plastic wares, Glasswares, Reagents and Supply of Gas Cylinder & accessories and refilling of various Gases at National Forensic Sciences University (NFSU) Guwahati, Assam and NFSU Manipur Campus

Critical Dates of Tender:

Particulars	Date
Date of Publishing	30.11.2024
Clarification Start Date & Time	30.11.2024
Clarification End Date & Time	15.12.2024 18:00 hrs
Queries answered (if any)	15.12.2024
Bid submission start Date	01.12.2024
Pre-Bid Meeting	NA
Last Date and time of submitting Bid	31.12.2024 at 14:00 hrs
Last Date and time of Submitting Tender fee, EMD and other documents at NFSU Guwahati Campus	31.12.2024 at 14:00 hrs
Date and time of opening of Technical Bid	01.01.2025 at 11:00hrs
Date of opening of Financial Bid	Will be separately notified for Technically shortlisted/Qualified bidders

The tender form may be downloaded from the Universality website www.nfsu.ac.in

Clarification regarding tender can be sought at

National Forensic Sciences University (NFSU) Guwahati Campus

Narkasur Hiltop, GMCH Road, Bhangagarh, Guwahati,

Kamrup(M), Assam-781032.

Email: - admin_assam@nfsu.ac.in

Website: - www.nfsu.ac.in

NIT for Rate Contract:

National Forensic Sciences University (NFSU) Guwahati Campus invites **ONLINE bids** in two bid system from the interested parties/vendors who have experience and currently engaged in the business as

per the scope of the tender for supplying of following items:

1. Category-A: Chemicals
2. Category-B: Plastic wares
3. Category-C: Glassware
4. Category-D: Reagents
5. Category-E: Supply of Gas Cylinder & accessories and refilling of various Gases

General Instruction to Bidders:

1. Bids shall be submitted offline only at the above address.
2. The complete bidding process in offline. Bidders must submit all relevant documents.
3. Tender Fee:
 - **Rupees One thousand (Rs. 1000/-) only**
 - (a) The Tenderer shall deposit a separate Bank Draft in favour of **“National Forensic Sciences University Guwahati Campus”** payable at Guwahati along-with tender Document (Technical Bid).
 - (b) Tender fee will be Non-refundable.
 - (c) **The tenders submitted without tender fee shall liable to be rejected summarily.**
6. **Earnest Money Deposit (EMD):**

Particulars	Amount in Rs	Mode of Payment
Category-A: Chemicals	10000.00	In the form of Account Payee Demand Draft/ Fixed Deposit Receipt / Online Transfer/ Bank Guarantee from the scheduled Bank in an acceptable form or online transfer.
Category-B: Plastic wares	10000.00	
Category-C: Glassware	10000.00	
Category-D: Reagents	10000.00	
Category-E: Supply of Gas Cylinder and refilling of various Gases	10000.00	

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount as mentioned above for each category. The EMD shall be drawn in favour of “National Forensic Sciences University Guwahati Campus”. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee / Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. The original EMD must deliver to NFSU Guwahati Campus on or before last date / time of Bid Submission.

The bank details are as under:

- Name of beneficiary: National Forensic Sciences University Guwahati Campus
- Address: Narkasur Hiltop, GMCH Road, Bhangagarh, Guwahati, Kamrup(M), Assam-781032.

- Account No.: xxxxxx
 - Name of the Bank: Punjab National Bank
 - Branch Address: PNB, Panbazar, Guwahati-01
 - IFSC Code: PUNB0000220
- a) No request for transfer / adjust of any previous deposit of earnest money or security depositor payment of any pending bill held by the institute in respect of any previous supplies will be entertained.
- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- c) The Tenders without Earnest Money will be summarily rejected.
- d) The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small-Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid) only on submission of necessary certifications of registration.
- e) No Claim shall lie against the NFSU in respect of erosion in the value or interest on the amount of EMD.
- f) The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful Bidders shall be retained by the Purchaser, upto a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful tenderer on written request. No interest will be payable by the NFSU authorities on the EMD.
7. The Hard Copy of original document in respect of earnest money deposit and Printed Product Catalogue must be delivered to the NFSU Guwahati Campus on or before last date/time of Bid Submission as mentioned above. The bid without EMD will be summarily rejected.
8. Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, etc. contained in the Tender Document. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Tender Documents may result in rejection of its Bid.
9. The rates quoted, approved and accepted by the Campus Director, NFSU Guwahati Campus shall be valid for 1 year from the date of award of contract. (Extendable for another 2 years on mutual agreement, if required).
10. **Submission of Tender:** The tender shall be submitted online in two part, viz., technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before forwarding. The offers submitted by Telegram / Fax /Email shall not be considered.

Yours Sincerely,

SD xxx

Campus Director

National Forensic Sciences University, Guwahati

TABLE OF CONTENTS

S. No.	Description	Page No.
1	About NFSU Guwahati Campus	
2	Objective of Tender	
3	Instruction to bidders	
4	General Terms and Conditions	
5	Eligibility Criteria	
6	Other Term & conditions	
7	TECHNICAL EVALUATION	
8	Financial Evaluation	
9	AWARD OF CONTRACT	
10	Integrity Pact	
11	Technical Information and Undertaking - Annexure - 1	
12	Non-Blacklisting Certificate - Annexure - 2	
13	Certificate of Price Justification - Annexure - 3	
14	Certificate of No Deviation - Annexure - 4	
15	Format for Manufacturer's Authorisation - Annexure - 5	
16	Format for Distributor's Authorization - Annexure - 6	
17	Declaration by Supplier - Annexure - 7	
18	Declaration for Acceptance of Tender Terms and Conditions - Annexure - 8	
19	Format for Performance Bank Guarantee - Annexure - 9	
20	Bank details of the Tenderer for refund of EMD & for making payment in case L-1 - Annexure - 10	
21	List of Required brands for various category	
22	List of Companies quoted	
23	Financial Bid	

ADVERTISEMENT NO. 03/2024 dated 01 Dec 2024

1. About NFSU Guwahati Campus

National Forensic Sciences University was initially established as the Gujrat Forensic University by Govt of Gujrat in 2008 at Gandhinagar. It was upgraded to a National University in the year 2020 by Govt of India and was designated as the Institution of National importance by an act of parliament under the aegis of Ministry of Home Affairs, Govt of India. The National Forensic Sciences University with the status of an Institution of National Importance is the world's first and only University dedicated to Forensic, behavioral, cybersecurity, digital forensics, and allied Sciences. It was established by the Government of India through Act, 2020 (32 of 2020) with the objective of fulfilling the acute shortage against the increasing demand for forensic experts in the country and around the world. The University is solely dedicated to Forensic and Investigative Science and is the only one of its kind in the world. It has Eight campuses and two Academies spread across the country in different states and one International campus in Africa. Besides Academics, the University has a strong focus on Research, Consultancy and Training and has a huge potential of collaboration with the Police and Judicial services as well as the Forensic Labs of States and Central Govt.

NFSU-Guwahati Campus is the 9th Campus of NFSU in India and the main campus in northeast India, which was established, and its transit campus was inaugurated by the Honorable Home Minister of India on 25th May 2023 at Guwahati, Assam. The campus is engaged in imparting high-quality education and research in Forensic and allied sciences and is ready to provide training and consultancy services to all law enforcement agencies and similar organizations from both public and private sectors. One of the major objectives of NFSU Guwahati campus is to promote Forensic Science education in north-east India, produce scientifically and technically sound Forensic experts through education, skill development and training and strengthen the criminal justice delivery system. The campus will impart training to professionals in diverse area of forensic sciences (Crime Scene Management, DNA Forensics, Analysis of Narcotic Drugs and Psychotropic Substances, Ballistics Studies and Post Blast Investigations, Forensic Document Examination, Forensic Psychology, Homeland Security, Cyber Security and Digital Forensics) from government and private organization from East and North East Indian states as well as from neighbouring countries.

2. Objective of Tender

The objective of this tender is to cater to the routine requirement of various consumable items such as Chemical, plasticware, glasswares, reagent and gases etc. for the purpose of academic requirements.

3. Instruction to bidders

1. Quotation invites for supply of **Chemicals, Plastic wares, Glassware, Reagents and Supply of Gas Cylinder & accessories and refilling of various Gases** of enlisted brands as mentioned in the tender from its manufacturer/authorized dealer only, for 01 year which is further extendable up to 02 years from the date of contract subject to satisfactory compliance of contractual obligation on mutually agreed terms & conditions.
2. The tender submitted by other than the manufacturer or authorized dealer will not be considered.

3. The Manufacturers (OEMs) / principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers / stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.
4. Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
5. The estimated yearly consumption of the Chemicals, Reagents, Glassware, Plastic ware, Reagents & other Laboratory Consumables is expected around **Rs. 10 Lakh**.
6. The technical bid will be opened on 01.01.2025 at, NFSU Guwahati Campus by tender opening committee.
7. The tenders received after the scheduled date and time, incomplete, conditional, and without Tender fee and EMD will be rejected out-rightly.
8. Quotations qualified by such vague and indefinite expression such as “Subject to prior confirmation”, “Subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
9. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of NFSU (<http://www.nfsu.ac.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
10. **Printed catalogue for 2024-25 (Both hard copy and soft copy)** duly signed & certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by authorized signatory. In case price list is under process of printing, the bidder must submit an undertaking for the same.
11. **Discount:** The Discount which will be offered by the manufacturer/authorized distributors on the manufacturer’s price list for the year 2024-25 may be mentioned in the Document. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals etc. A certificate certifying that higher discount is not given to any other Department / Organization / Institution than offered should be enclosed with Technical Bid.
12. The bidders are required to mention GST rate applicable on each category otherwise rates will be treated as inclusive of all taxes.
13. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
14. The financial bid of successful technical bidders will be opened on a suitable date, which will be intimated in advance to all successful technical bidders.

4. General Terms and Conditions

(a) The Earnest Money:

I. Earnest money by means of a of Account Payee Demand Draft/ Fixed Deposit Receipt/ Online Transfer/ Bank Guarantee may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money in technical bid will be summarily rejected. The Account Payee Demand Draft/ Fixed Deposit Receipt / Online Transfer/ Bank Guarantee may be prepared in the name of “**National Forensic Sciences University Guwahati Campus**” payable at Guwahati, Assam.

II. No request for transfer of any previous deposit of earnest money or security depositor payment of any pending bill held by the NFSU in respect of any previous work will be entertained.

III. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited by the NFSU.

IV. The Tenders without Earnest Money will be summarily rejected.

V. The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) /MSE are exempted to submit the EMD (copy of registration

Tender No: NFSU/2024/Purchase/RC/01 Dated: 31/05/2024 must be provided along with bid documents)

VI. No Claim shall lie against the NFSU in respect of erosion in the value or interest on the amount of EMD.

VII. The EMD, in case of successful bidders shall be returned after submission of performance security and in case of unsuccessful bidders shall be retained by the Purchaser, up to a maximum period of 6 months from the date of opening of the Bids or till the finalization of the tender, whichever is later. The bid security shall be refunded to the unsuccessful Tenderer on written request. No interest will be payable by the NFSU authorities on the EMD.

VIII. In case the Tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money and performance guarantee deposited shall be forfeited without assigning any reason thereof.

(b) Tender Fee:

Tender fee will be Non-refundable amount of Rupees One thousand (Rs.1000/-) only and the Tenderer shall deposit a separate Bank Draft/Online Transfer in favour of “**National Forensic Sciences University Guwahati Campus**” payable at Guwahati along-with tender document (Technical Bid). **The tenders submitted without tender fee shall liable to be rejected summarily.**

(c) Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals, all the columns not filled and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the documents. Any bid received by NFSU which does not fulfil the desired terms and conditions of the tender shall be rejected out rightly and no communication in this regard will be entertained. Delayed / Late Bids will not be accepted, at any circumstances.

(d) Quotations qualified by such vague and indefinite expression such as “Subject to prior confirmation”, “Subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. The conditional tender shall be rejected summarily.

(e) The Manufacturers (OEMs) / principals offering for the Rate Contract may furnish the name and address of their local authorized distributor / dealer, so that the copies of orders can be endorsed to them for expeditious supply. In such cases where local dealers / stockiest has been nominated by the principal, the bills raised by them against our purchase order will be accepted.

(f) Any addition and deletion of authorized dealership/distributorship shall be intimated to the undersigned immediately on authorization of a new party during period of the contract.

(g) At any time prior to date of submission of tender, the competent authority may modify the terms & conditions of the tender document by a corrigendum displayed on the

website of NFSU (<http://www.nfsu.ac.in>). The competent authority may or may not, at his discretion, extend the date and time for submission of tenders.

(h) Printed & bound price list for 2024-25 (Both hard copy and soft copy) duly signed & ADVERTISEMENT NO. 03/2024 dated 01 Dec 2024, certified by authorized signatory must accompany the tender. Photocopy of the price list and price list in spiral binding will not be accepted. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by authorized signatory.

(i) An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.

(j) Trade discount along with certificate certifying that higher discount is not given to any other Department/Organization/Institution than offered should be enclosed with Financial Bid.

(k) In case of discrepancy between unit price & total price, the unit price shall prevail.

(l) The percentage of discount quoted by each firm in tenders is given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.

(m) A Certificate to be given by the Tenderer that the price list supplied is the only one in circulation.

(n) Where contract (RC) for supply of equipment's, goods, etc. imported (Subject to custom duty and foreign exchange variations) and/or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.

(o) In case of supply of goods made through valid authorized dealer, their name & mail address may be declared/indicated in the tender.

(p) Authorization certificate in respect of foreign firms duly self-attested and showing validity period may be submitted.

(q) Enlistment under Rate Contract with the NFSU does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

(r) Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he sign as:

(a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

(b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

(c) The Registrar or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

(s) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, NFSU Guwahati Campus may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(t) The Tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by Tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**

(u) Opening of Tender:

The Tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the Tenderer and proof of identification.

(v) Right of acceptance:

The NFSU Guwahati Campus reserve the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The NFSU Guwahati Campus reserve the right to reject any or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.

(w) Delivery:

Delivery of goods shall be made by the supplier within 30 days of placing of purchase order; however, in case of emergent requirement he has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

(x) INSPECTION:

a. NFSU Guwahati Campus shall have the right to inspect and/or to test the goods to confirm their conformity to the Tender Specifications at no extra cost to the Guwahati Campus.

b. The rate contract of the firm will be subject to verification of the firms credentials and physical inspection of production units/sales office.

c. The Director, NFSU Guwahati Campus shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

d. No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within one week from the date of rejection at their own risk and cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

(y) Liquidated Damages

Supply of material will have to be completed within 30 days or period mentioned in the purchase order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.

(z) Risk Purchase

If successful Tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in tender, NFSU Guwahati Campus reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.

(aa) The Payment clause:

The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the item(s).

No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after supply of material up to satisfaction of the NFSU, Guwahati Campus, on receipt of a pre-receipted bill /invoice from the Contractor.No payment will be made for goods rejected.

(bb) Security Deposit

a. The successful bidder will be required to furnish a Security Deposit of an amount of Rs. 10,000/- after receiving of Letter of Award in the form of Bank Guarantee/Demand Draft which shall be valid for 60 days beyond completion of all the contractual obligations.

b. The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non observance of any condition of contract or for unsatisfactory performance or non observance of any condition of the contract.

c. Security Deposit will be discharged after completion of contractor's performance obligation under the contract.

d. No interest on Security Deposit shall be paid by the NFSU Guwahati Campus to the Bidder.

(cc) Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by NFSU Guwahati Campus in that event the security deposit shall also stand forfeited.

(dd) Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of NFSU, Guwahati Campus, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one Tenderer.

(ee) Arbitration:

If any conflict or difference arises concerning this agreement, its interpretation on payment to the made there-under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by The Campus Director, NFSU Guwahati Campus. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.

(ff) Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Guwahati, Assam, and all obligations hereunder shall be deemed to be located at Guwahati, Assam, and Court within Guwahati, Assam will have Jurisdiction to the exclusion of other courts.

(gg) Periodicity/ Duration of Tender:

The tender is initially for the financial year 2024-25 which is further extendable up to 02 years from the date of MOU if required.

(hh) Fall Clause

If the Annual Rate Contract holder firm reduces its price or sells or even offers to sell the Annual Rate Contracted goods following conditions of sale similar to those of the Annual Rate Contract, at a price lower than the Annual Rate Contract price, to any person or organization during the currency of the Annual Rate Contract, the Annual Rate Contract

price will be automatically reduced with effect from that date for all the subsequent supplies under the Annual Rate Contract and the Annual Rate Contract amended accordingly.

(ii) Force Majeure

- Notwithstanding the provisions of GCC Clauses relating to extension of time, penalty and Termination for Default the Supplier shall not be liable for forfeiture of its security deposit, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussions on either side.

5. Eligibility Criteria

The bids prepared by the bidder shall comprise of (a) Technical Bid and (b) Financial Bid:

A. Eligibility for Technical Bid:

To qualify in the Technical Bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria: -

- (a) Duly deal signed copy Technical Information and Undertaking as per Annexure – 1
- (b) Valid registration certificate of the firm of the Govt./State Govt.
- (c) Scanned copy of Tender Fee Deposit.
- (d) Scanned copy of Earnest Money Deposit.
- (e) Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
- (f) PAN number with document.
- (g) GST Certificate.
- (h) Printed catalogue for 2024-25 (Both hard copy and soft copy) duly signed & certified by authorized signatory must accompany the tender.
- (i) The bidder must upload scanned copy of a Non-Blacklisting Certificate that the firm has not been blacklisted in the past by any government / private Institution As per Annexure - 2
- (j) Scanned copy of Income Tax Return Acknowledgement for last Three years must be attached.
- (k) **Financial Status:** - The average annual turnover from similar jobs, of the quoting firm should not be less than **10 Lakh** in the last three consecutive years. Copies of profit & loss account and Certificate of turnover from CA firms for the last three financial years duly authenticated by a Chartered Accountant with UDIN Number for the last three years should be enclosed.
- (l) Certificate of price justification As per Annexure – 3
- (m) Certificate of No Deviation As per Annexure – 4
- (n) Scanned copy of Manufacturer Authorization as attached at Annexure -5 , if quoted on behalf of Principle Manufacturer / Company / Importer. Format for Manufacturer’s Authorisation As per Annexure – 5 must be attached.
- (o) Format for Distributor’s Authorization As per Annexure – 6 must be attached.
- (p) Declaration by Supplier as per annexure - 7

(q) Declaration for Acceptance of Tender Terms and Conditions As per Annexure – 8 must be attached.

(r) Scanned copy of “List of Companies Quoted” as per Annexure – 11

(s) Details of clients where similar services are presently provided by the Tenderer separately for govt. and private clients.

(t) The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.

(u) The concerned firm/company whose product has been declared as of spurious or adulterated quality and any criminal cases is filled and is pending in any court shall not be eligible to participate in the bidding process. Convicted firms/company shall also not be eligible to participate in the bid. Similarly, blacklisted / banned / debarred firms / company by any central / state govt. or its organization or autonomous bodies or central drug procurement agency is not eligible to participate in the bid.

(v) Brochure, original technical catalogue with detailed specification and picture of the product offered, if relevant.

(w) The list of Chemicals, solvent, glassware’s, etc... should be submitted in PDF along with the corresponding brand and authorization certificate issued by the OEM.

B. Financial Bid:

Price Schedule(s) as per given format filled up with all the details including Make, Model etc. of the goods offered to be forwarded.

6. Other terms & Conditions of the Contract

(a) The successful firm will be required to do the work / job for 1 year from the date of award of the contract and the same is extendable up to 02 years from the date of Contract/Agreement. However, NFSU reserve the right to terminate the contract at any time without assigning any reason.

(b) The items will have to be supplied at NFSU Guwahati Campus. No transportation/cartage charges will be paid for the same.

(c) The firm should supply the required items as per the unit price mentioned in the price list.

(d) The articles should be securely packed to avoid damages etc. in transit.

(e) National Forensic Sciences University (NFSU), Guwahati Campus shall be the sole authority to cancel or amend the order, as per requirement, and also to place an order for the supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.

(f) In case a proposal is accepted the supplier/principal will have to sign an agreement deed with NFSU on a non-judicial stamp of appropriate value while entering into a rate contract.

(g) The firm should have the availability of a responsible person on call on all working days between 10:00 Hrs to 17.30 Hrs.

(h) The material shall be delivered at the NFSU Guwahati Campus with remaining shelf-life of at least 75% of the stipulated total shelf-life from the date of manufacturing of that product.

(i) Order shall be issued for tentative annual requirement on actual need basis. Bills in triplicate for the items supplied by the selected firm(s), should be raised for payment.

Payment shall be released after it is ensured that the items/quantity and quality of items

supplied are to the entire satisfaction of this office and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by NFSU, Guwahati Campus.

(j) The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to NFSU Guwahati Campus.

(k) In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods will be taken back by the supplier immediately and will be replaced with the prescribed tender quality goods, without any delay. The Purchase Committee reserves all right to reject the goods if the same is not found in accordance with the required description/specifications and liquidates damages shall be charged.

(l) Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.

(m) Discount: The Discount which will be offered by the manufacturer/authorized distributors on the manufacturer's price list for the 1 year may be mentioned. Firms must offer a flat discount rate on all items instead of separate discount on different items like culture media, chemicals etc.

(n) GST: The rate of GST should be mentioned clearly.

(o) Authorization Letter: Authorization letter from the manufacturer for the current financial year should be submitted along-with quotation, failing which quotation will not be considered.

(p) The NFSU Guwahati Campus reserves the right to place an order for supply of any items mentioned in the Financial Bid or otherwise, to any other firm(s) in emergency/unavoidable situation.

(q) Disclaimer:

The near relatives of employees of NFSU Guwahati Campus are prohibited from participation in this tender. The near relative for this purpose are defined as:

(i) Members of a Hindu undivided Family.

(ii) Their spouses

(iii) The one related to the other in the manner as father, 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.

(r) Special Terms & conditions:

i. Freight, insurance charges, if any will be borne by the supplier, Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser for resupply. The defective supply will have to be replaced by the supplier within 10 days without additional freight / transport charge.

ii. GST and other Govt. levies will be paid extra as applicable by the supplier.

iii. Delivery of goods will be taken at the risk and cost of the supplier and on F.O.R. basis to the Institute from railway / road transport.

iv. Payment of the bill will be made preferably after receipt of the goods in satisfactory condition.

v. No revision in rate (on higher side) will be accepted during contract period.

vi. Order will be placed as per requirement, irrespective of value of the order.

vii. Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.

viii. Supply should be made from the latest batch of production with maximum life period & original packing.

ix. While submitting the tender document, the tenderer should sign on each page of the tender document.

x. The Tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

(s) Inspection:

(i) NFSU Bhopal Campus shall have the right to inspect and/or to test the goods to confirm their conformity to the NFSU Tender Specifications at no extra cost to the NFSU,

Guwahati Campus.

(ii) NFSU Guwahati Campus right to inspect, test and, where necessary, reject the Goods after the goods arrival at the final destination shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by NFSU Guwahati Campus prior to the goods shipment.

(iii) The Campus Director, NFSU Guwahati Campus shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.

(iv) No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately.

7. TECHNICAL EVALUATION:

(a) Detailed technical evaluation shall be carried out by Purchase Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

(b) The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.

(c) Financial bids of only those bidders who qualify the technical criteria will be opened provided all other requirements are fulfilled.

(d) NFSU Guwahati Campus shall have right to accept or reject any or all tenders without assigning any reasons thereof.

8. FINANCIAL EVALUATION:

(a) The financial bid shall be opened of only those bidders who are found to be technically eligible.

(b) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total

price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

(c) The NFSU Guwahati Campus does not bind itself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. NFSU Guwahati Campus, reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

9. AWARD OF CONTRACT: PLACEMENT OF ORDER

The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technical, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder. L1 will be decided on individual item basis.

10. Integrity Pact

(On Bidder's letterhead)

INTEGRITY PACT

a) General

This pre-bid pre-contract Agreement herein after called the Integrity Pact is made on day of the month of 2024/2025, between, on one hand, the President of India acting through The Campus Director, NFSU Guwahati Campus hereinafter called the "BUYER" of the first part and M/s. represented by Shri....., Director /Chief Executive Officer/ General Manager hereinafter called the "BIDDER/Seller" of the second part.

WHEREAS the BUYER proposes to procure **Annual Rate Contract** and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is an Autonomous Body/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereby agree to enter into this Integrity Pact and agree as follows:

b) Commitments of the BUYER:

The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the

bidding process, bid evaluation, contracting or implementation process related to the Contract. The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS

All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

c) Commitments of BIDDERS:

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other Contract with the Government.

BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.

The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

d) Previous Transgression

The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

e) Earnest Money Deposit

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the University through any one of the following instruments:

i. Fixed Deposit Receipt

ii. A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment. The Earnest Money is normally to remain valid for a period of 90 (ninety) days beyond the date prescribed for the receipt of the tender. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.

f) Security Deposit /Performance Guarantee:

a. Performance Bank Guarantee is mandatory.

b. Successful Tenderer/ bidder should submit performance guarantee as prescribed above to be received in the office of Campus Director, National Forensic Sciences

University, Guwahati Campus on or before 30 days from the date of issue of order acknowledgement.

The performance bank guarantee to be furnished in the form of Bank Guarantee as per the tender documents, for an amount covering 10% of the purchase order value.

c. The Performance Bank Guarantee should be established in favor of “**The Campus Director, NFSU, Guwahati Campus**” through any Bank situated at Guwahati Campus or outstation with a clause to be enforced the same on their local branch at Guwahati.

d. Performance Bank Guarantee shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful Tenderer and the purchaser under the terms and conditions of acceptance to tender.

e. The successful Tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

f. The performance bank guarantee shall be kept valid during the entire period of the contract and shall continue to be enforceable for a period of 90 days beyond the date of fulfillment of all contractual obligations including warranty period.

g) Sanctions For Violations

Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

(v) To encase the advance bank guarantee and performance guarantee/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bank Guarantee in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption. The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent monitor(s) appointed for the purposes of this pact.

h) Fall Clause

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU or autonomous body and if it is found at any stage that similar product/system or subsystem was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU or autonomous body at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

i) Independent monitors

a. The BUYER appointed Independent Monitors (hereinafter referred to as Monitors) for this pact in consultation with the Central Vigilance Commission (Chief Vigilance Officer, NFSU).

b. The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.

c. The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.

d. Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.

e. As soon as the Monitor notices, or believes to notice, a violation of this pact, he will so inform the Authority designated by the BUYER.

f. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

g. The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

h. The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department within 08 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

j) Facilitation of Investigation

In case of any allegation of violation of any provisions of this pact or payment of

commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

k) Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and Jurisdiction is Assam.

l) Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

m) Validity

a. The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

b. Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

n) The parties hereby sign this Integrity Pact.

BUYER

The Campus Director,
Guwahati Campus

Signature with seal

Date & Place:

Witness

1..... (Indenter)

2.....

BIDDER

Name of the Firm:

Authorised Person:

Signature with seal

Date & Place:

Witness

1.....

2.....

11. Technical Information and Undertaking

Annexure - 1

(Tenderer may use separate sheet wherever required)

Sr. No.	Details of the Firm / Bidder	Page no	Remarks
1.	Name & Address of the Manufacturer/Authorized Distributor		
2.	Whether the Firm is located in Guwahati, Assam (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4	Details of the Earnest Money Deposit (EMD) (Yes/No)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees... ..)		
6.	Copy of Registration of firm		
7.	Copy of GST Registration		
8.	Copy of PAN/TAN Card		
9.	Authorization certificate from the manufacturer/principal		
10.	Authorization certificate for Distributors/Dealer		
11	Certificate for No Deviation		
12.	Certificate for Price Justification		
13.	Non Blacklisting Certificate		
14	Copy of Income Tax Return for last 3 years		
15.	Whether each page of tender and its annexure have been signed and stamped		
16.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
17.	Drug License (If applicable on any item given in technical bid)		
18.	Quality Assurance Certificate (Please specify)		
19.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant proof. (Also provide an affidavit that you have not quoted the price higher than previously supplied any government institute)		

20.	Proof of the last three year's turnover of the quoting firm Which should not be less than Rs. One (01) Crore only continuously for the preceding last three years		
21.	GST Registration No.		
22.	TIN No. with Proof		
23.	Whether copies of the authenticated balance sheet for the past three years enclosed		
24.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangements for the supply of the desired items.		
25.	Any other information important in the opinion of the Tenderer		

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) are kept.
- In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Dated Signature of the Tenderer with the stamp of firm)

Dated:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of tender and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the NFSU, Guwahati Campus. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Bidder

12. Non Blacklisting Certificate

Annexure - 2

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account. I/We also certify that firm will be supplied the item as per the specification given by NFSU Guwahati Campus and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and NFSU Guwahati Campus may imposed any action as per tender rules.

Date : Name :

Place : Business Address :

Signature of Bidder :

Seal of the Bidder :

13. Certificate of Price Justification

Annexure - 3

[To be given on letter head]

Tender No.:

I/We, M/s.

Certify that the rates provided are our best rates and we have not given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Date : Name :

Place : Business Address :

Signature of Bidder :

Seal of the Bidder :

14. Certificate of No Deviation

Annexure - 4

[To be given on letter head]

Tender No.:

I/We, M/s

hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of NFSU Guwahati Campus' tender specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in NFSU Guwahati Campus' tender specification with associated amendments & clarification

Date : Name :

Place : Business Address :

Signature of Bidder :

Seal of the Bidder :

15. Format for Manufacturer's Authorisation

Annexure - 5

To,
The Campus Director,
Guwahati Campus
National Forensic Sciences University (NFSU)

Reference: Tender I D No. _____, Dated: _____ for Rate Contract for
Supply of Chemicals,

Plastic wares, Glassware, Reagents and Supply of Gas Cylinder & accessories and
refilling of various Gases for the financial year 2024-25.

Subject: Manufacturer's Authorization Letter

Dear Sir,

Ref. Your Tender No _____, dated _____
offered in the Quotation) having factories _____
at, hereby authorize Messrs. _____

(name and address of the agent) to submit a Quotation, process the same further and enter
into a Rate Contract with you against your requirement as contained in the above referred
Quotation Form for the above items manufactured by us.

We further confirm that no supplier or firm or individual other than
Messrs. _____

(name and address of the above agent) is authorized to submit a tender, process the same
further and enter into a Rate Contract with you against your requirement as contained in
the above referred Quotation Form for the above items manufactured by us.

We also hereby confirm that we would be responsible for the satisfactory execution of
supply contract placed on the authorized agent.

We also confirm that the price quoted by our agent shall not exceed than that which we
would have quoted directly.

Yours faithfully,

Signature with date, name and designation] For and
on _____ behalf _____ of
Messrs _____.
Name and address of Manufacturer

Note:-

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

16. Format for Distributor's Authorization

Annexure - 6

To,
The Campus Director,
Guwahati Campus,
National Forensic Sciences University (NFSU)
Bhangagarh, Guwahati, Assam.

Reference: Tender No. _____, Dated: / / _____ for
Rate Contract for Supply of Chemicals, Plastic wares, Glassware, Reagents and
Supply of Gas Cylinder & accessories and refilling of various Gases for the financial
year 2024-25.

Subject: Distributor's Authorization Letter

Dear Sir,

With reference to above mentioned Rate Contract, we wish to inform you that our below mentioned distributor is authorized to receive orders, to make the supplies, to raise the invoices for products manufactured/marketed by _____
[Name of Manufacturer] and collect the payments thereof on our behalf.

1. Name of the firm :
2. Complete Address :
3. Contact Person :
4. Contact No.: :
5. Email ID: :

You are kindly requested to place your valuable orders and to make payment directly to our authorized distributor for prompt supply.

This authorization will remain valid for whole contract period.

\

Signature with date, name and designation] For and
on behalf of Messrs _____
Name and address of Manufacturer-

Note:-

1. This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be enclosed with Quotation Form during submission in the sealed cover.

17. Declaration by Supplier
Annexure - 7

(on letterhead of the firm)

It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm”

Date:

Signature of Authorized Person:

Place:

Designation Seal :

18. Declaration for Acceptance of Tender Terms and Conditions

Annexure - 8

**To,
The Campus Director,
Guwahati Campus,
National Forensic Sciences University (NFSU)
Bhangagarh, Guwahati, Assam.**

Subject: Declaration for Acceptance of Tender Terms and Conditions

Ref. Tender No.: Tender Id.....datedfor Annual Rate Contract for Supply of Consumable Items for the financial year 2024-25

Sir/Madam,

I/we carefully gone through the Terms & Conditions as mentioned in the above referred Tender document, addendum & corrigendum. I/we declare that all the provisions of this Tender are acceptable to my company unconditionally. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Date:

Signatures of the Bidder with Name

Place :

Designation

Seal

:

19. Format for Performance Bank Guarantee

Annexure - 9

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. GUARANTEE/BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE.)

To,
**The Campus Director,
Guwahati Campus,
National Forensic Sciences University (NFSU)
Bhangagarh, Guwahati, Assam.**

LETTER OF GUARANTEE

WHEREAS National Forensic Sciences University, Guwahati Campus (Buyer) have invited Tenders vide Tender No..... Dt. for purchase of **Chemicals, Plastic wares, Glassware, Reagents and Supply of Gas Cylinder & accessories and refilling of various Gases** the said tender document requires that any eligible successful Tenderer (seller) wishing to supply the Chemicals, Reagents, Glassware, Plasticware, Liquid Nitrogen & other Laboratory Consumables, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favor of **“The Campus Director, NFSU Guwahati Campus”** in the form of Bank Guarantee for Rs. and valid till [90 (ninety) days beyond the date of completion of the installation, commissioning and all other contractual obligations of the supplier including the free warranty period, may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.]

NOW, THIS BANK HEREBY GUARANTEES that in the event of the said Tenderer (seller) failing to abide by any of the conditions referred in the tender document/purchase order/performance of the equipment/machinery, etc. this bank shall pay to National Forensic Sciences University, Guwahati Campus on demand and without protest or demur Rs (Rupees.).

This bank further agrees that the decision of NFSU Guwahati Campus (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in the tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or NFSU Bhopal Campus (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date)
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if University serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at ..
.....(Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on the expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period

20. Bank details of the Tenderer for refund of EMD & for making payment in case L-1

Annexure - 10

Name of the Beneficiary (fill in Capital Letter) As per Bank account	
Bank Account No. (Beneficiary)	
Name of the Bank:	
Name of the Branch	
Swift Code/BIC Code (of needed)	
PAN No.	
Mobile No.	
Email ID:	

Date & Seal

Name and Signature of the competent authority of the firm

21. List of Required brands for various category**Category-A: Chemicals**

Sr.No	Make and Brand Name	Compliance Yes/No
1	1 Abcam Chemicals and Products	
2	2 Axygen, Eurofins	
3	3 BD Bioscience	
4	4 BIORAD	
5	5 CDH	
6	6 E- Merck India, E-Merck Imp., Merck Bioscience	
7	7 Finar	
8	8 Fisher Bio Chemicals	
9	9 Fisher Life Science	
10	10 Fisher Scientific	
11	11 Genaxy	
12	12 Genei	
13	13 Ginetix	
14	14 Glaxo	
15	15 Himedia Lab Chemicals	
16	16 Imperial Life Science	
17	17 Invitrogen/ABI	
18	18 Loba Chemicals	
19	19 Merck	
20	20 Molychem	
21	21 MP Biochemical	
22	22 Otto Chemie	
23	23 Promega	
24	24 Qualigen (Glaxo)	
25	25 Quigen	
26	26 Rankem	
27	27 Santacruz Biotech Products	
28	Santacruz Biotech Products	
29	Sigma Aldrich	
30	SRL	
31	Thermo Fisher	
32	Brand/Campany name not mentioned above.....	

Note: The name of companies above can be increase or decrease depending on the participation of vendors. If the brand/company name is not mentioned in the above list the bidder can mentioned the authorized bran/company name in the list and can submit the bid.

Category-B: Plastic wares

Sr.No	Make and Brand Name	Compliance Yes/No
1	Abdos	
2	AVENTOR	
3	Axiva	
4	Axygen	
5	B R Biochem, Genetix	
6	Cole Parmer	
7	Durasil	
8	Eppendorf	
9	Eurofins	
10	Fisher Scientific	
11	Finar	
12	Genetix	
13	Genexy	
14	Glassco	
15	Himedia	
16	Imperial Life Science	
17	Invitrogen/ ABI	
18	JSIL	
19	M. N. Filtration Products	
20	Merk	
21	PlastX Labs	
22	Polylab	
23	Promega	
24	Scientifique	
25	Supertek	
26	Tarson	
27	Thermo Fisher	
28	Whatman	
29	Brand/Company name not mentioned above-	

Note: The name of companies above can be increase or decrease depending on the participation of vendors. If the brand/company name is not mentioned in the above list the bidder can mentioned the authorized bran/company name in the list and can submit the bid.

Category-C: Glasswares

Sr.No	Make and Brand Name	Compliance Yes/No
1	Fisher Scientific	
2	Gassco	
3	Genaxy	
4	Glassco	
5	Glaxo	
6	Himedia	
7	Invitrogen/ ABI	
8	JSGW	
9	JSIL	
10	Merck	
11	Religlass	
12	Supertek	
13	Thermo Fisher	
14	Xcelris, Ginetix	
15	Fisher Scientific	
16	Gassco	
17	Genaxy	
18	Glassco	
19	Glaxo	
20	Himedia	
21	Invitrogen/ ABI	
22	JSGW	
23	JSIL	
24	Brand/Company name not mentioned above-	

Note: The name of companies above can be increase or decrease depending on the participation of vendors. If the brand/company name is not mentioned in the above list the bidder can mentioned the authorized bran/company name in the list and can submit the bid.

Category-D: Reagents

Sr.No	Make and Brand Name	Compliance Yes/No
1	Rankem, Jt Baker	
2	S D Fine	
3	Thermo Fisher, Glaxo, Invitrogen/ABI, Otto, Fisher Life Science	
4	SRL	
5	Sigma, APSLABS, BDH, AMRESCO, GENEI,VWR International,AVENTOR,Brand GMBH	
6	Finar, Finar ICP Standerd	
7	TCI, Spectrochem, G Bio, Otto Chemie	
8	Molychem	
9	CDH, HPLC	
10	Axygen, Eurofins	
11	Genetix, Fermeentas, Bio-Rad, AMRESCO	
12	Supertech	
13	MP Biochemical,Quigen, Imperial Life Science	
14	E- Merk India, E-Merck Imp., Merck Bioscience	
15	Himidia, SISCO	
16	Eutech Instruments PVT.LTD	
17	Sigma Aldrich	
18	Merck, Sigma, GeNei Labs, ott Scientific - Polysciences, Bangs Labs	
19	Qiagen; G-Biosciences; Genaxy; Imperial Life science, MP Biochemicals, Barcode Bioscience, Genotypic-Nanopore	
20	Genetix Biotech Asia Pvt. Ltd. (Genetix, PG, NP, SPL, Bio-Rad,Fermentas, SCBT, Cellclone); Invitrogen Bioservices (Thermo Fischer, Life Technology	
21	Brand/Campany name not mentioned above	

Note: The name of companies above can be increase or decrease depending on the participation of vendors. If the brand/company name is not mentioned in the above list the bidder can mentioned the authorized bran/company name in the list and can submit the bid.

Category-E: Supply of Gas Cylinder & accessories and refilling of various Gases

Sr.No	Make and Brand Name	Compliance Yes/No
1	Gas Cylinder 3 ltr (Empty)	
2	Argon Grade 1	
3	Nitrogen Grade 1	
4	Hydrogen Grade 1	
5	Helium Grade 1	
6	Liquid Nitrogen	
7	Gas Regulator (SS, Two Stage)	
8	Gas Cylinder Trolley	
9	Gas Regulator Pipe	

21. List of Companies quoted

Annexure – 11

S. No	Category	Name of the Company
1	Category-A: Chemicals	
2	Category-B: Plastic wares	
3	Category-C: Glassware	
4	Category-D: Reagents	
5	Category-E: Supply of Gas cylinder and refilling of various Gases	

Date : _____ **NAME :** _____

Place : _____ **Business Address :** _____

Sgnature of Bidder : _____

Seal of the Bidder : _____

23. Financial Bid

(On Company's letter head)

FINANCIAL BID (On Company's letter head) BoQ Documents may be uploaded as per instructions given in Tender Enquiry Document.