



TENDER DOCUMENT

Book & Stationery Shop

Tender Notification No.: NFSU/Dharwad/Tender/BSS/2025/01

Date: 01/08/2025

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Notice Inviting Tender (NIT)

NATIONAL FORENSIC SCIENCES UNIVERSITY, DHARWAD CAMPUS
WALMI Campus, Near High Court Dharwad, Belur Industrial Area, Dharwad-11

Mb: 9481515684, Email: admin_dharwad@nfsu.ac.in

Tender Notice No.	NFSU/Admin/Stationary Shop/2025/01
Date of Tender Publishing on website	08/08/2025
Name of Work/Service	STATIONARY SHOP
Location	Student Activity Complex, NFSU Dharwad Campus
Area	Apprx. 800 Sq. Feet
Site visit at NFSU Dharwad Campus	During Office Hours 10:00 AM to 6:00 PM
Base Rate of Monthly License Fess	Rs. 1000/- (Including Electricity & Water Charges)
Yearly enhancement of License fee	5%
Duration of Contract	Initially 01 year from the date of issue of work-order (Subject to further extension as per tender terms)
EMD Amount	Rs. 3000/- (Rs. Three Thousand Only)
Estimated clientele	400-500 approx.
Timing of the Outlet / Shop	10:00 AM to 6:00 PM
Last date & time of receipt of tender	18/08/2025
Place of submission of Tender	Admin Office NFSU Dharwad Campus Walmi Campus, Near High Court, PB Road, Belur Industrial Area, Dharwad - 580011
Date & time of opening of technical bid	To be announced later
Date & time of opening of financial bids	To be announced later
Place of opening of tenders	Admin Office, NFSU Dharwad Campus
Online link to apply	https://form.jotform.com/admin_dharwad/sss

**Campus Director
NFSU Dharwad Campus**

National Forensic Sciences University (NFSU), an Institution of National Importance is the world's first and only Forensic Sciences University established by the Government of India under the Ministry of Home Affairs (MHA), Government of India.

The University has premises as detailed in the bid and intends to allot it on license basis, to the willing party having experience to operate such outlet under its ownership / proprietorship, to cater to the need of campus community.

Online bids are hereby invited, on behalf of the Campus Director, NFSU Dharwad Campus, from interested parties for the operation of the said outlet at the aforementioned on-campus location

National Forensic Sciences University (NFSU), Dharwad Campus invites “Book & Stationery Shop”

1. The contract will be initially for a period of **one year** which may be renewed on negotiated terms & conditions annually for a further period of one years by NFSU, Dharwad Campus depending on the requirement of the University and performance of the vendor/contractor/service provider
2. The eligibility criteria, Evaluation procedure, and Special Instructions to the tenderers of the tender are mentioned in **Section A** of the tender document.
3. The general terms and conditions for providing services are mentioned in **Section B** of the tender document.
4. The Scope of Work & Operational Norms, and Conditions of the contract are mentioned in **Section C** of the tender document.
5. Intending tenderers are advised to visit the University's website i.e. www.nfsu.ac.in/Tenders and Dharwad Campus website till the closing date of submission of tender for any corrigendum/addendum/amendment.
6. Every page of the technical bid as well as the Annexure must be endorsed with a seal and signature by the competent person.
7. The amendments may be notified the University's website, which is prior to the date of submission of bids and these amendments shall be binding on the bidders.
8. If a bidder withdraws or modifies the offer within this period, his tender shall be cancelled.
9. The bidders are advised to refrain from stipulating any conditions, rebates, etc. in violation of the terms of the tender. The University reserves the right to reject such tenders in which conditions of rebate are stipulated, without assigning any reason thereof.
10. NFSU Dharwad Campus reserves the exclusive right to suspend, alter, or cancel the tender process, in whole or in part, at any stage without assigning any reason. It also retains the authority to accept or reject any or all tenders at its discretion, without incurring any obligation or liability of any kind.
11. The bidder may seek detailed clarifications on technical & financial issues (if any) on the conditions of the bidding document through mail (admin_dharwad@nfsu.ac.in) addressed to the Campus Director, NFSU, Dharwad Campus.

SECTION A- ELIGIBILITY CRITERIA

1.0 Eligibility Criteria:

NFSU Dharwad Campus has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

1.0.0 Legal and Regulatory Compliance:

- a) **Company/Firm Registration:** The bidder must possess valid business registration. The bidder shall be a firm / company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India. (If applicable)
- b) **Licensing:** Must possess all necessary licenses.
- c) **Tax Compliance:** Valid PAN, GST registration, and tax compliance certificates.

1.0.1 Experience and past performance:

- a) **Past Experience:** Proven experience in Stationary Shop business (typically 2–3 years minimum).
- b) **Qualified Personnel:** No's of key staff such as photocopier person, the person should have computer knowledge

1.0.2 Financial Capacity

- a) **Minimum Annual Turnover (3 years):** 1 lakh
- b) **Audited Financial Statements:** Minimum 2 years of audited accounts.
- c) **Financial Solvency Certificate** - The bidder should have a solvency of Rs. 25,000 (Rupees Twenty-five thousand only). A certificate to this effect is to be enclosed from the banker).

1.0.3 Local Presence:

Preference for local bidders or those with local operational bases.

1.0.4 The applicant should have relevant License(s) (validity up to Jan 2026) to run Stationery shop from the concerned govt. authorities.

1.0.5 If any bidder/contractor(s) fails to meet any of the above eligibility criteria, he/she will be disqualified.

1.0.6 MSME/Startup will be provide relaxation at discretion of the tender evaluation committee

1.1 Evaluation Procedure:

1.1.1 Technical bids will be opened first and evaluated based on the documentary verification and evaluation criteria (including minimum eligibility criteria) stipulated in the tender document. Commercial bids of only technically suitable/ qualified bidders will be opened. Unopened commercial bids along with EMD of technically unsuitable bidders will be given back to the bidders. Bidders will have to collect the same along-with a requisition.

1.1.2 As per the price bid format, **bidders will bid for the License fee and the H-1 bidder (highest price offering bidder) will be awarded the contract for running the Stationary Shop.**

1.1.3 No ambiguity should be there in the quoted price and the rate must be as per the price bid format. Conditional offer or the proposal not furnished in the format attached at **Annexure 'C'** shall be considered non-responsive and is liable to be rejected.

1.1.4 The committee reserves its right to select or reject any or all of the bids mentioned above without assigning any reason.

SECTION B- GENERAL TERMS AND CONDITIONS & SPECIAL TERMS AND CONDITIONS

- 1.2 The contractor shall ensure to start of operation of the Stationery shop within 7 days from the date of issuance of the work order/Contract.

1.3 **DURATION OF THE CONTRACT:**

The contract will be initially for a period of 1 year which may be renewed on negotiated terms & conditions annually for a further period of one years by the National Forensic Sciences University, Dharwad Campus depending on the requirement of the University and performance of the vendor/contractor/service provider.

1.4 **TERMS OF PAYMENT:**

- 1.4.1 The Contractor shall pay monthly licence fee to NFSU Dharwad Campus account in consultation with Accounts Section
- 1.4.2 The Competent authority shall inform if any liquidated damages done to the premises the shall be paid by the contractor.

1.5 **PERFORMANCE:**

- 1.5.1 The Contractor shall undertake to perform all services under this Contract with all reasonable skill, diligence, and care in accordance with sound industry practice to the satisfaction of NFSU, Dharwad Campus, and accept full responsibility for the satisfactory quality of such services as performed by them.
- 1.5.2 Any defect or deficiencies noticed in the Contractor's service will be promptly remedied by the Contractor within 3 days upon the receipt of written notice from NFSU, Dharwad Campus to improve their performance failing which NFSU, Dharwad Campus may terminate the Contract by giving the 30 (thirty) days written notice.

1.6 **PENALTY:**

- 1.6.1 As and when the respective Committee of the University/ University Authority proposes a fine, a committee shall be formed along with the representative of the Contractor, and the fine will be imposed by the University on the recommendation of the Committee/University Authority.

1.7 **Compliance with Laws**

- 1.7.1 The contractor must comply with all applicable laws, rules, and regulations.

1.8 **TERMINATION:**

- 1.8.1 Termination on expiry of the Contract
- 1.8.2 Termination on account of Force Majeure- Either party shall have the right to terminate his Contract on account of Force Majeure
- 1.8.3 Termination on Account of Insolvency
- 1.8.4 Either party to the contract may terminate the contract on one month's notice.
- 1.8.5 The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract. Subcontracting will lead to immediate termination of the contract.

- 1.9 **ACCESS TO THE SHOP:** The Contractor shall not allow any unauthorized person to access the shop and to any place where working connection with the Contract is being carried out or is intended to be carried out.
- 1.10 The Campus Director, NFSU, Dharwad Campus reserves the right to withdraw/modify/add/relax any of the terms and conditions mentioned above to overcome the problem encountered at a later stage.
- 1.11 In case of a legal dispute arising out of or relating to this Agreement or breach, or the invalidity thereof, shall first be attempted to be settled by discussions. If the same is not resolved through mutual discussions, then the same shall be referred to the sole arbitration of the Campus Director, Dharwad Campus, or any person nominated by him. The decision of the Arbitrator shall be final and binding on both the parties. All disputes are subject to Dharwad Campus jurisdiction only.
- 1.12 **SPECIAL TERMS AND CONDITIONS**
The bidding firms/Contractor are advised to study carefully the various clauses contained in the Special Terms and Conditions before submitting their bids. Firms willing to participate in the tender may also visit NFSU Dharwad Campus and acquaint themselves with the nature and quantum of work involved before submitting the bids.

1.12.1 Contract Implementation.

- 1.12.1.1 Sub-contracting of the work will not be allowed.
- 1.12.1.2 Persons below the age of 18 years shall not be engaged for the work. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
- 1.12.1.3 Working hours will be 8 hours per day for the workmen excluding break period. The timings and the break period will be indicated by the authorised rep. of the University.
- 1.12.1.4 Contractor shall not change any employee without consent of the Competent authority. Contractor will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by the University.
- 1.12.1.5 The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the University will recover such amount from the Contractor to effect payment to the affected person(s).
- 1.12.1.6 **University reserves the right to terminate the contract at any time without assigning any reason.** However, wherever feasible the University may consider notification of the annulment in advance to the Contractor.
- 1.12.1.7 The successful agency / firm / company will have to deposit a refundable interest-free security deposit in form of Performance Bank Guarantee (PBG) in favour of **Campus Director, NFSU Dharwad Campus of Rs. 25,000.00 (Rs Twenty-five Thousand Only)** at the time of award of work from a scheduled/ nationalized bank payable at Hubballi / Dharwad. This PBG shall cover entire period of contract and shall remain valid for a period of 60 days beyond the period of contract. Deductions shall also be made from the Contractor's PBG during implementation of the contract that may become due as **penalties for violation of rules, terms and conditions**, damages, liabilities or for other causes.

1.12.2 Safety & Insurance.

- 1.12.2.1 The Contractor shall follow safety procedures in all respects.
- 1.12.2.2 The Contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons.
- 1.12.2.3 The Contractor shall be liable to bear all expenses / damages/ compensation in the event of any injury or loss of life of the personnel engaged by him while on duty.

1.12.3 Security

- 1.12.3.1 The Contractor and the persons engaged by him should not have any adverse police record and should bear good character. The Police Verification and security clearance initiation for all the workmen and supervisory staff is to be ensured by the Contractor at the time of placement of supply order. The receipt of the verification forms by the concerned Police Department will be furnished within 45 days of signing the contract.
- 1.12.3.2 The Contractor shall be bound by all security procedures followed at NFSU Dharwad Campus and abide by security instructions for all purposes. Workmen engaged by him will be liable for check and search by the security on duty while mustering in and out and also at the other random places and timings. Any breach/violation of security regulations in the work premises by any of the Contractor's persons shall be Contractor's responsibility.
- 1.12.3.3 The Contractor will be responsible for good conduct of his workmen. If any workman is found indulging in undesirable activities, he will have to be withdrawn immediately as asked by the University and replaced with a new person.
- 1.12.3.4 University reserves right to disallow any or all of the Contractor's men from being deployed inside the University campus without assigning any reason. In the event of any damage to the property of the University or life of its employees and/or their dependents the Contractor shall be liable for payment of compensation and/or prosecution in accordance with applicable law and provisions. Compensation for damage to the property of the University will be as assessed by authorized representative(s) of the University and shall be recoverable from the Contractor at market value.

1.12.4 General

- 1.12.4.1 The persons employed by the Contractor, will have no right whatsoever to claim permanent/temporary employment in this organization.
- 1.12.4.2 There will be periodical as well as surprise checking of the services provided by the Contractor for the subject job by the representative of the University. In case of default, the contract will be liable for short closure of work order forfeiting the security deposit.
- 1.12.4.3 If any employee of the Contractor is found to have committed misconduct or misbehavior, the University at its sole discretion, may direct the Contractor to remove such employee and the Contractor shall remove such employee(s) without questioning the decision of the University.
- 1.12.4.4 The person/personnel deployed by the Contractor will not become member of any union of the University. If the personnel employed by the Contractor indulge in union activities which affect the service

obligation of the Contractor or safety and security of the University, the contract will be liable for termination. In the event of violation, they will be debarred from entering University premises and contract can also be considered for termination.

- 1.12.4.5 Further, the personnel deployed by the Contractor shall not engage themselves in any undesirable activities within the University premises. They shall not indulge in any business dealings with any agency directly or indirectly associated with University or in union activities. In the event of violation, they will be debarred from entering the University and contract can also be considered for termination and forfeiture of the security deposit.
- 1.12.4.6 The personnel deployed by the Contractor shall be available at the place of work defined for them. They must not visit undesignated places without valid authorization by University.
- 1.12.4.7 No housing/accommodation will be provided by the University to the personnel deployed by the Contractor unless otherwise specifically provided in the contract.

1.12.5 Indemnity Clause.

The Contractor has to execute an indemnity bond stating "**The Contractor indemnifies NFSU Dharwad Campus of any issue arising on account of operation of Stationary Store**".

- 1.12.6** The space allotted will be covered under the Public Premises (Eviction of Unauthorized Occupants) Act, 1971, by virtue of Section 2(e)(2)(iv) of the act. It is hereby made clear that in the event of revocation of license for any reason whatsoever, including the death of the Contractor the heirs/representatives of the Contractor shall have no locus-standi to continue in occupation of the licensed premises and they are liable to vacate/be evicted forthwith.

- 1.12.7** In a case in which under no clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Campus Director shall have the power to adopt the following course as may be deemed by him best suited to the University. To rescind the contract (of which decision, notice in writing to the contractor by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the University. Besides, for the recovery of any amount in excess of the security money, the University shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.

2 SECTION C- SCOPE OF WORK, OPERATIONAL NORMS AND CONDITIONS

Details of **Running Stationary Shop at NFSU Dharwad Campus** is as mentioned below:

2.1 General Overview of the service: -

NFSU Dharwad Campus currently operates from WALMI (Water and Land Management University) Campus with various facilities spread across a large area. This tender document provides for the requirement of **running Stationary Shop facility at NFSU Dharwad Campus** to the entire satisfaction of the user and University authorities which shall include the following: -

- 2.1.1 Running an efficient Stationary Shop facility** at NFSU Dharwad campus from 10 am to 6 pm. The store should be operational on Saturday / Sunday. The shop can remain closed on one of the weekdays. The store will make **general utility items/ consumer goods** available to the users at concessional rates. In addition, the following services are to be provided at reasonable rates: - A4-Colour print out, A4-Black & White print out, Scanning, A3-Colour print out, A3-Black & White print out, Xerox - One side and Two- sided, Laminating A4 paper and A3 paper, Spiral Binding etc. A List of agreed upon items to be sold at the store will be finalized at the time of finalization of contract.
- 2.1.2** The **approximate strength** of residents of the NFSU Dharwad Campus including other University's students/staff is approximately 350. The numbers are subjected to activities and schedules in the campus.
- 2.1.3 Engagement of required staff** shall be done by the Contractor in consultation of the University authorities for their suitability. It is essential for the staff to be of legal age, suitably trained, and experienced to be deployed. One skilled manager of adequate experience in running Stationary Shop will be deputed by the Contractor in consultation with university authorities who shall necessarily be present in each shift for supervision and overall management of operations.
- 2.1.4** The Contractor will make all necessary arrangements for **neat, clean and organizational outlook** of all its workers befitting stature of NFSU Dharwad Campus in consultation with university authorities. The workers will always maintain a clean appearance including **wearing uniform** while working. Contractor should make all necessary arrangements towards this effect
- 2.1.5** there shall be a provision of a **monthly meeting** between the Contractor (or a representative authorized to take policy & financial decisions on behalf of the Contractor) and University authorities.
- 2.1.6** The Contractor will make all necessary arrangements for **accommodating and transporting all manpower** deployed by him so as to ensure timely operation of Stationary Shop. University will have no obligation in this regard whatsoever.
- 2.1.7** The Contractor will ensure **upkeep of infrastructure** (as the case may be) provided to him by the University. All such maintenance of University property/equipment will be carried out by the Contractor at his own cost.
- 2.1.8** The Contractor will ensure absolute **hygiene and cleanliness** including periodic pest control and debugging of the Stationary Store compound and surroundings with proper waste disposal in harmony with University

systems. Any issue attributable to the Contractor in said areas will be sorted by the Contractor or will be handled by the University out of his cost.

- 2.1.9** The Contractor will be solely responsible for the general **discipline and conduct of his staff** at the University at all the time. It may be noted that only verified individuals through mandatory Police verification on submission of such document will be allowed to enter the University and will be deemed deployment worthy. In case of a violation financial penalty will be levied on the Contractor as deemed fit by the University.
- 2.1.10** The contractor will have to pay **Rs. 12,000/- (Rupees Twelve Thousand only) towards water and electricity charges** in advance for 12 months. Wastage of water and electricity must be avoided.
- 2.1.11** The contractors will have to bid for license fee for the premises of the Stationary Store for the first year. The subsequent year the fee will be **increased at 5% each year**, if extended.
- 2.1.12** **The Contractor will be required to provide a refundable interest-free FDR of Rs. 25,000.00 (Twenty-Five Thousand only)** at the time of award of work. This FDR should be from a scheduled/ nationalized bank, and will be held against in default in performance and violations of terms and conditions. EMD of successful bidder will be returned after submission of FDR.

2.2 Infrastructural and equipment related terms: -

- 2.2.1** Requisite furniture, efficient stacking / storing and display arrangements will be made by the contractor. Adequate arrangements of lighting and signage are to be made. The premises should be kept well-ventilated and well lit. The contractor shall have to make his own arrangements for safe storage of materials. Also the contractor will not encroach / spread outside the premises of the allocated space.
- 2.2.2** Major civil and electrical works at the Stationary Shop site will be attended by NFSU Dharwad Campus. Maintenance jobs such as repair and running expenses are the responsibility of the Contractor.
- 2.2.3** The Contractor has to make all necessary arrangements to run Stationary Shop successfully at the campus. The facility will be vetted by the NFSU Dharwad Campus authorities for quality and fitness before use. Upkeep of all items provided by NFSU Dharwad Campus will be the sole responsibility of the Contractor.
- 2.2.4** Security of licensed premises, equipment, fittings and fixtures, furniture etc. is the responsibility of the Contractor. Any damage to the University Infrastructure by the Contractor's team or caused due to their neglect will be repaired or replaced at Contractor's cost and shall attract penalty.
- 2.2.5** The Contractor shall not tamper with the trees, plants, shrubs and flowers standing or maintained around the said shop or in other places of the campus. The Contractor shall not make any addition or alteration to the building of the said shop/premises or temper with the fittings or electrical installations therein, nor make any unauthorized constructions or extension to the electricity or water supply lines, without the specific written permission of the University authorities.

2.2.6 On expiry of the tenure of license or on termination of tenure of license, the Contractor is required to surrender the shop/premises within 15 days from such termination or expiry. Whenever due, Contractor shall vacate and deliver vacant possession of the premises/shop used by him, in the same condition as they were at the time of taking possession, except for normal and reasonable wear and tear.

2.3 Daily functioning of the Stationary Store: -

- 2.3.1** The contractor will be solely responsible for the quality of items. Reputed and trusted brands are to be kept at the store. Instances of providing spurious / over dated / spoilt / damaged items will be dealt with penalty. Complaint/suggestions book will be maintained by the contractor at the store and should be available to all customers throughout the contract period.
- 2.3.2** The Contractor will ensure functional Stationary Shop on all working days. In the process, it is expected that the Contractor will ensure highest standards of service, aesthetics, layout, professionalism, hygiene and cleanliness to the utmost satisfaction of university authorities.
- 2.3.3** Printed price list should be prominently displayed at the front of the store. All items in price list should be made available to the customer. In case of a stock out, Items should be sourced and made available to the users at the earliest.
- 2.3.4** The contractor should have dedicated mobile numbers for easy contact. Adequate numbers of Fire extinguishers (ABC 9 Kg) should be installed, made accessible and should be in operational condition for firefighting.
- 2.3.5** Proper receipts for amounts paid should be made. Arrangement towards accepting payment through credit, debit cards, through secure payment gateways and applications i.e. Paytm, Bhim, etc should be facilitated. In addition, online / Telephone order booking should be made available. University will not be responsible for the non-payment of credit extended to any of the inmate in any form.
- 2.3.6** Usage of plastic bags is highly discouraged. Paper / Cloth bags (without additional charge) are to be used.
- 2.3.7** The Contractor shall follow all the rules and regulations as laid down by the Municipal Authorities/State Government/Central Government as applicable. Weighing should be done only on Electronic Government approved brand machines with adequate backup machines. Weighing by archaic/tempered instruments is strictly prohibited.
- 2.3.8** The Contractor shall ensure that no product shall be sold from the premises which is prohibited to be sold within the premises of an educational University, as per the provisions of the Cigarette and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply, and Distribution) Act, 2003.
- 2.3.9** NFSU Dharwad Campus is total alcohol and tobacco-free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco and alcoholic products. Violation will attract a penal

TENDER CONDITIONS ACCEPTANCE
LETTER/BLACKLISTING/LIQUIDATED/BANKRUPT

Tender No: NFSU/Dharwad/Tender/BSS/2025/01 Date: 01/08/2025

To,

**The Campus Director
National Forensic Science University Dharwad
WALMI Campus, Near High Court, PB Road
Belur Industrial Area
Dharwad – 580 011**

Sir,

Sub: Acceptance of Terms & Conditions of Tender – Submission of declaration letter - Reg.

Tender No: NFSU/Dharwad/Tender/BSS/2025/01 Date: 01/08/2025

Name of Tender/ Work: Running Stationery Shop

- (a) I/ We have downloaded/obtained the tender document(s) for the above-mentioned.
- (b) I / We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all annexures, etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions / clauses contained therein.
- (c) The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
- (d) I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety. I/ we hereby declare that I/ we will sign the entire tender document while signing the contract in case the work is awarded.
- (e) I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
- (f) I/We do here declare that our firm was not been liquidated/bankrupt.
- (g) I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your University, without giving any notice or reason, shall summarily reject the bid or terminate the contract in case the tender is awarded, without prejudice to any other rights or remedy including forfeiture of the full earnest money deposit absolutely.
- (h) I / we hereby certify that I am/ we are authorized to sign this declaration. The original of this letter shall be submitted to the NFSU Dharwad while signing the contract in case the work is awarded.

Yours faithfully,

(Signature of the Bidder, with Seal)

AGENCY INFORMATION & DETAILS

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	E-mail & Mobile	
4.	Contact Person's Name & Designation	
5.	Legal status (Attach copies of original document defining the legal status). a) One Person Company b) A proprietary Firm c) A Firm in partnership d) A limited company or corporation. (If applicable)	
6.	Particulars of registration with Director of companies ESI, EPF, etc. (Attach attested photocopies) a) Registration Number b) Place of Registration (If applicable)	
7.	PAN & GST Number	
8.	Any other information considered necessary but not included above.	
9.	Bank Account Details	

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by NFSU Dharwad Campus for at least 3 years.

Date:

Signature with Seal of Authorized Signatory

Place:

Annexure - 3

DETAILS OF ANNUAL FINANCIAL TURNOVER ON SIMILAR WORK

ANNUAL TURN OVER	
YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET(in Rs.)
2023-2024	
2022-2023	
2021-2022	
Average Annual Turnover	
Note: The above data is to be supported by Audited Balance Sheets	
If not audited till the date of submission of tender, a certificate from the Chartered Accountant may be submitted, along with un-audited accounts.	

<u>DETAILS OF COMPLETED WORKS OF SIMILAR NATURE</u>							
(During last 3 year ending December-31, 2024)							
S.No.	Name of the contract	Name & addresses of the client	Brief Description of the contract	Date of Start	Date of completion as per contract	Date of actual completion	Value (Rs.)
1							
2							
3							
4							
5							
NOTE: Please attach supporting documents for the above information.							

Annexure -4 A

DETAILS OF WORKS OF SIMILAR NATURE IN HAND

S.No.	Name of the contract	Name and address of the client	Brief Description of the contract	Date of Start	Value (Rs.)
1					
2					
3					
4					
5					

NOTE: Please attach supporting documents for the above information.

FORMAT OF INDEMNITY BOND

(TO BE NOTARISED ON A STAMP PAPER OF APPROPRIATE VALUE)

Name of the service:

KNOW all men by these presents that M/s. _____
(name and address of the agency) do hereby execute Indemnity bond in favor of NFSU
Dharwad Campus, Dharwad on this ----- day of ---- -----

THIS DEED WITNESSETH as follows:

We (Name and address of the contractor) do hereby indemnify and save harmless NFSU
Dharwad, Dharwad from:

1. Any third party claims, civil or criminal complaints/ liabilities/ site mishaps and other accidents or disputes; and/ or damages occurring or arising out of any mishap due to my/ our negligence in performing the contract for (Name of work);
2. Any damages, loss or expenses due to or resulting from any negligence or breach of duty on the part of me/ us or my employees;
3. Any act or omission of mine/ ours which involve any loss or damages or liability or civil or criminal action.

IN WITNESSETH WHEREOF the above named has set his signature on this day-----

Signed and delivered by the aforesaid in the presence of witnesses:

1.

2.

National Forensic Sciences University, Dharwad

CONTRACT AGREEMENT (Draft)

This agreement is made at Dharwad on the of..... between the **Campus Director, National Forensic Sciences University, Dharwad** (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Part**.

AND

....., having its registered office at
..... (hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing facility for NFSU, Dharwad Campus on the terms and conditions stated below:

1. All the terms & conditions, scope of the work of the tender document will from as the part of this agreement also.
2. The Agency shall be solely responsible for compliance with applicable Labour Laws, Industrial Laws, Shops & Establishment Acts, and other statutory obligations including EPF, ESI, Gratuity, Bonus, etc., for personnel engaged in operating the stationery shop. The Client shall have no liability in this regard.
3. The Agency shall bear full responsibility for any accident, medical issue, or other liabilities/compensation related to its staff deployed for the stationery shop at NFSU Dharwad. The Client holds no liability in this context.
4. Any violation of the agreement or suppression of facts will result in immediate cancellation of the agreement without any notice.
5. The contract may be terminated by NFSU, Dharwad by giving 15 days' written notice.
6. In the event of non-compliance or breach of contract terms, the Client reserves the right to
 - a) Cancel/revoke the contract; and/or
 - b) Impose a penalty up to 10% of the Total Annual Value of the contract.
7. The Agency shall deposit a Performance Security amount of **Rs.**/- in the form of a pay order/demand draft/FDR or bank guarantee from a Nationalized/Scheduled Bank in favour of the Campus Director, National Forensic Sciences University, Dharwad. This shall remain valid for a period of **60 days beyond the contract duration**, and no interest shall be payable on the same.
8. The Agency agrees to comply with all tender documents, terms, scope of work, and amendments which shall form part of this contract.
9. The Agency shall ensure full compliance with applicable tax laws and shall be solely responsible for payment of all taxes, levies, and dues. The Agency shall indemnify the Client against any tax liability or legal consequences arising therefrom.
10. Any disputes arising under this Agreement shall be resolved by the Client. However, the courts located in **Dharwad** shall have exclusive jurisdiction over all such matters.

THIS AGREEMENT will take effect from and shall be valid for 3 months which may be renewed or curtailed at discretion of the Campus Director, NFSU Dharwad or the authority competent for it.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands with their seal in Dharwad in the presence of the witness:

National Forensic Sciences University, Dharwad

- Witness:
1. Signature of the authorized official :-
 2. Name :
 3. Stamp/Seal of the University :-

Agency

- Witness:
1. Signature of the authorized official :-
 2. Name of the Contractor : -
 3. Stamp/Seal of the Firm : -

PRICE BID

<u>Sl. No.</u>	<u>Description</u>	<u>Rate offered (INR) per Month</u>
(A)	Monthly License Fee for running Stationary Shop facility at NFSU Dharwad Campus	

Note:-

1. The bidder is to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the tender document before quoting the rates. The highest bidder will be given the contract to run the Stationary Shop.
2. Bidder is required to deposit the license in advance for 12 months within 15 days after the award of work order for running Stationary Store at NFSU Dharwad Campus.

**Signature of the Contractor with
seal**

Penalties / Fine

(The penalty will be deducted out of monthly bill payable to the contractor in case of violation/s)

Violation	Penalty per complaint
Three or more violation of any other tender term not mentioned below.	Rs. 5000
Selling substandard / spurious/prohibited or expired items.	Rs. 5000
Three or more instances of poor maintenance/tampering with institute property.	Rs. 5000
Three or more instances of reported use of plastic / polythene bags.	Rs. 5000
Three or more complaints related to cleanliness in a day/week.	Rs. 5000
Three or more non adherence to the timings mentioned in the tender.	Rs. 5000
Three or more instances of changes in listed items without permission of NFSU Dharwad Campus	Rs. 5000
	Rs. 5000
Three and more noncompliance with workers dress Code / Uniform	Rs. 5000
Damage to Institute infrastructure	Rs. 5000
Possession / consumption of alcohol / tobacco products as mentioned in RFP	Rs. 5000

Annexure 9

PROFORMA CERTIFICATE FOR 'NO RELATION' WITH NFSU EMPLOYEE

This has reference to our proposed contract for 'Providing Catering/Mess Services to the Students/ Staff and Trainees" to be entered into with National Forensic Sciences University, Dharwad Campus.

1. I/We am/are not a relative/blood relation of any key managerial person of NFSU Dharwad Campus.
2. We are not a firm in which any key personnel of NFSU Dharwad Campus or his/her relative is a partner;
3. I/We am/are not a partner in a firm in which any key managerial person of NFSU Dharwad Campus or his/her relative is a partner.

Signature of Bidder