

Tender Document

Empanelment of Printing Agencies to National Forensic Sciences University, Gandhinagar

**Gem Non Availability Report :
GEM/GARPTS/24062022/E1VYVL24LUI2**



NOTICE INVITING TENDER

Tender documents may be downloaded from NFSU Website:

<https://www.nfsu.ac.in>. Bids shall be submitted offline only at the
National Forensic Sciences University, Sector-09, Gandhinagar.

Tenderer/Contractor is advised to follow the instructions provided in the
'Instructions to the Contractors/Tenderer' for the submission of the bids
offline through the National Forensic Sciences University, Sector-
09, Gandhinagar

Disclaimer:

This Tender is not an offer by the National Forensic Sciences University,
Gandhinagar (NFSU), but an invitation to receive offers from vendors. No
contractual obligation whatsoever shall arise from the tender process until
and unless a formal contract is signed and executed by a duly authorized
officer of the NFSU.

Aims & Objectives of the tender:

This tender is being floated for Empanelment of Printing Agencies for
Supply of Printing Items.



Important Events and Dates

Sr. No	Particulars	Details
01	Description of Work	Empanelment of Printing Agencies
02	Tender Form/RFP issued by	National Forensic Sciences University, Gandhinagar
03	Authorized Officer for Clarifications	Executive Registrar National Forensic Sciences University Gandhinagar
04	Availability of Tender Form/RFP	https://www.nfsu.ac.in
06	Tender Document in Demand Draft	Rs. 500
05	Earnest Money Deposit (EMD)	Rs. 60,000
06	(a) Last date for submission of Bid	12 th July up to 6 pm
07	(b) Opening of Technical bid to assess essential pre-requisites requirements	15 th July up to 11 am
08	Opening of Financial bid of technically qualified bidders.	TO Vendor Inform through Email/ Telephonic

Empanelment process

- Technical qualified party will be called for financial bid opening on given date at NFSU Gandhinagar.
- L2, L3 bidders will be given opportunity to match L1 rate. This 3 party will empanelment.
- In case of MSME participants, L1 MSME participants will be asking to match rate of overall L1.



Terms & Conditions:-

1. Parties:

The parties to the contract are the Tendering Firm/Agency and National Forensic Sciences University, Gandhinagar campus.

2. Contractor:

The term Contractor shall mean Company, Firm, Agency, or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs, legal representative, assigns, and successors. Successful Bidder is referred to as "Contractor" in this tender document.

3. Scope of Work :

Supply of Printing Items to National Forensic Sciences University, Gandhinagar on a rate contract basis.

4. Location:

The items shall be supplied at National Forensic Sciences University, Sector - 09, Gandhinagar- 382 007. In their own interest, the Bidders are advised to inspect the campus at their own cost before submitting tenders.

5. Eligibility Criteria:

- Who have an annual turnover of more than Rs. 50,00,000 (Rupees Fifty Lakhs only) during each of the last three years 3 shall only be eligible.
- The Firm should be located in Ahmedabad/Gandhinagar.
- The Bidder should have successfully executed at least three supply orders of similar nature to Central / State Government Departments / Organizations / reputed Educational Institutions in the last three years. Copies of these supply orders should be submitted with the Technical Bid.
- The Bidder shall not have been blacklisted by any Department /Ministry of the Govt. of India/ State Government/ PSUs/ reputed Educational Institutions.
- The Bidder should have PAN No. and GST No. and should upload legible attested copies of these documents with Technical Bid.
- The last date physical submission of technical bid as per below address:

National Forensic Science University, Sector -09 Gandhinagar-382007.

6. Contract Validity :

The bids shall be valid for a minimum period of 1 year and work done by satisfactorily to extend tender 1 year computed from the date of opening of the Financial Bid. The validity may be further extended for a further period of one year by mutual consent.



7. General Conditions:

- All other documents as per the requirement of Technical Bid shall be Physical submission. The Bidder shall bear all costs associated with the preparation of his/ her/ its tender document including the cost of any clarifications, required by NFSU, Gandhinagar.
- When deemed necessary, NFSU may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. NFSU may, if so required, ask the Bidder to give a presentation for the purpose of clarification on the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Bidder.
- NFSU will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
- A tender determined as not substantially responsive will be rejected by NFSU and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.
- NFSU may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of NFSU in this regard will however be final and binding.
- Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by NFSU. Besides this, the Bidder will also be liable to be debarred/ blacklisted from participating in the tendering process of NFSU in the future or fined.
- Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Bidders who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by NFSU.
- Any modification/ corrigendum issued regarding this tender document shall be uploaded on NFSU website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.



- The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

8. Bid Security/ Earnest Money Deposit (EMD):

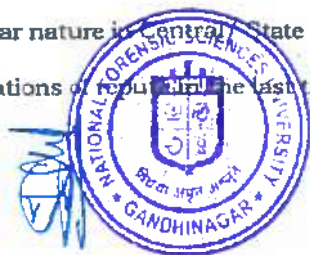
- The original hard copy of Earnest Money Deposit (EMD) of Rs. 60000/-, in the form of Demand Draft/ FDR in favor of "The Executive Registrar, National Forensic Sciences University, Gandhinagar" payable at NFSU is required to be submitted by the bidder.
- EMD shall be submitted in a sealed envelope super scribed "Tender for supply of Printing Items to NFSU on rate contract basis", on or before the closing date and time of submission of offline bids to NFSU, failing which the bids will not be considered.
- A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the Bidder unopened.
- The Bid security of the unsuccessful Bidder will be discharged/ returned to them without any interest after the finalization and award of the contract.
- The bid security may be forfeited:
 - a) If a Bidder withdraws his/ her/ its bid during the period of bid validity specified in the bid document.
 - b) In the case of the successful Bidder, if the Bidder fails to sign the contract or furnish the Security deposit within the time specified in the document.

***Exemption in EMD may be considered As per Rule -170 of GFR 2017.**

9. Technical Bid:

The Bidder will physical submitted the technical bid in the format given in Annexure-II along with the following documents:

- a) A copy of Demand Draft /FDR as EMD of Rs. 60000/-, drawn in favor of The Executive Registrar, National Forensic Sciences University, Gandhinagar or Bid Security Declaration As in Annexure-IV.
- b) Technical Bid duly filled in the prescribed format specified in Annexure-II of this tender document. Bidders are required to sign on every page of Technical Bid and physical submitted the same offline.
- c) Copy of supply orders of similar nature in Central, State Government Departments/ PSUs/ Educational Institutions/ Private Organizations or reputation in the last three years.



- d) Copy of GST Registration Certificate.
- e) Copy of PAN allotted by Income Tax Department.
- f) Copies of audited accounts statement issued by CA mentioning details of turnover or Copies of Income Tax Return filed for the last three financial years.
- g) Undertaking certificate for not being blacklisted as per Annexure-IV.

10. Financial Bid:

- The Financial Bid should be submitted in the format as per Annexure-III. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per Annexure-III.
- The consolidated price quoted shall be firm and final and payable for the goods supplied at NFSU, Gandhinagar campus. Rates shall be valid for the entire duration of the contract.
- No payments other than the amount shown as consolidated price shall be made by this NFSU. The only deviation from the preceding statement could be the levies revised upward or introduced by the State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.
- If there is a discrepancy in rates between figures and words, the amount given in words will prevail.
- All taxes and levies shall be included in the quoted price and will be borne by the Bidder only. No other charges such as packing, forwarding, cartage, insurance, loading and unloading, entry tax, demo, etc. will be allowed.

11. Criteria for Evaluation of Tenders:

- Offline bids (complete in all respect) received along with the draft of EMD (physically) will be opened as per stipulated time and date indicated in Notice Inviting Tender of the tender document in presence of Bidder/ authorized representative of Bidder, if available at NFSU, Gandhinagar.
- The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per Annexure-II which is an eliminatory round and then on the basis of commercial information furnished in form as per Annexure-III.
- The criteria prescribed in respect of specifications of items, years of operation in the business, the experience of a similar class of work completed, etc. will first be scrutinized and the Bidder's eligibility for the work will be determined.



- As a part of the process to evaluate the technical bids, Tender Evaluation Committee may also ask the Bidders to make a presentation before it. Bidder may also be asked to produce a sample of each item for inspection at the time of evaluation of bids.
- After evaluating the technical bids and on acceptance, then only financial bids will be opened.
- At the time of opening of Financial Bids, the price of each Bidder shall be read out on the spot. However, it shall be noted that the final Financial Bid prices would be arrived at after detailed scrutiny/ correction of arithmetical errors in the Financial Bid if any.
- It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the Bidders or their representatives will be their own view and the NFSU will not a bid by the same.
- Work shall be allotted on the basis of the bid value of individual items.

12. Security Deposit (SD):

- SD of Rs 60,000/- will have to be deposited within 15 days bid award to ensure due to performance of the contract.
- SD shall be in the form of Demand Draft / FDR/ Bank Guarantee payable to **"The Executive Registrar, National Forensic Sciences University, Gandhinagar."**
- The SD should remain valid for a period of ninety days beyond the date of completion of all contractual obligations by the Contractor including warranty obligations if any. EMD will be refunded to the successful Bidder on receipt of the security deposit.
- SD will be released after all contractual obligations by the Contractor are over. This can be withheld or forfeited in full or in part in case the work is not executed satisfactorily within the stipulated period.

13. Standards:

- The goods supplied under this contract shall conform to the standards prescribed/ specifications mentioned there against the goods in the financial bid.
- The bidder should supply the full specification of the work such as Designing, Unit, Lenth, Color/Shade, Material Quality etc. offered in the tender.
- No change shall be permitted after the opening of bids.



14. Rejection of incomplete and conditional tenders:

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates for any individual item will result in the rejection of a bid for that particular item.

15. No withdrawal after submission of bids:

Bidder shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions there of after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security Deposit, will be forfeited by the NFSU. Besides this, the Bidder may also be liable to be debarred/ blacklisted from participating in the tendering process of NFSU in the future, and/or a suitable penalty may be levied.

16. Non-acceptance of the tenders received after the last date:

Tenders received after the closing date and time prescribed in the tender inquiry shall NOT be accepted under any circumstances.

17. Time Schedule for completing work:

NFSU shall issue supply orders as and when items are required. The supply must be completed within 5(Five) days from the date of issue of the supply order.

18. Inspection, Testing and Quality Control:

Nominated representative(s) of NFSU will inspect the ordered items to confirm their conformity to the contract specifications at no extra cost to the NFSU.

The NFSU shall be the final authority to reject full or any part of the supply, which is non conforming to the specifications and other terms and conditions.



19. Period of contract:

The contract shall be valid for a period of one year. However, on mutual agreement, NFSU reserves the right to extend the contract for one more year at a time, on the same prices, terms and conditions.

20. Agreement:

The successful Bidder shall sign the agreement given at Annexure V on a stamp paper of the appropriate Denomination and submit the same to the **"EXECUTIVE REGISTRAR, NATIONAL FORENSIC SCIENCES UNIVERSITY, GANDHINAGAR"** within 21 days of the receipt of notification of award of contract.

21. Penalty:

In the event of the Contractor failing to:

- Observe or perform any of the conditions of the tender/ supply order as set out herein, or
 - Execute the order in good condition to the satisfaction of NFSU or by the time fixed by NFSU, or
 - Supply original stationery and other items, as listed in this tender.
- I. It shall be lawful for NFSU, without prejudice to its other remedies under the contract, to deduct from the contract price as liquidated damages, a penalty of 0.5% of the value of the individual item(s) per week subject to a maximum of 10% of the total value of the order, if the Contractor fails to deliver any or all the items within the time period(s) specified in the contract. Once the maximum is reached, the supply order for that item shall automatically expire.
 - II. Supply of non-original/ similar-looking items and/ or items in damaged condition shall not be accepted. A penalty up to 25% of the value of the supply order shall also be imposed if the supply of original stationery and other items is not made in specified quality/ specifications and good condition. In addition, the contract may be cancelled and the Contractor blacklisted.
 - III. In case of failure of the Contractor to supply the Printing material and other items in good quality after the 10% penalty period is over, the same items will be obtained from the open market and the loss to NFSU on account of such purchases(s) shall be recovered from the Contractor's Security Deposit/ Earnest Money or bills payable. The Contractor shall have no right to dispute with such procedure.



22. NFSU's Rights:

NFSU reserves the right to accept/ reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

NFSU also reserves the right to modify and/ or relax any terms & conditions of this tender document before the last date of submission of tenders to safeguard its interest.

Any failure on the part of the Bidder to observe the prescribed procedure and any attempt to canvass/influence NFSU for the furtherance of his/ her interest, the Bidder's quotation will be cancelled forthwith. The decision of NFSU in this regard will be final.

NFSU reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage, in case of any change in requirement.

NFSU reserves the right to award the work to more than one Bidder.

NFSU reserves the right to blacklist a Bidder for a suitable period in case the Bidder fails to honor its bid after award of work without sufficient grounds.

All the items, for which financial bids are submitted, should be genuine and of the specified **branded company**. If the material supplied is found to be of non-genuine/ substandard quality, the same will be returned/replaced at the cost of the Bidder and the NFSU will not be responsible for any loss to the concerned Bidder for such supply.

The tender document is valid for a period of six months from the date of issue. If a supply order is not issued within this period, the process will have to start afresh.

23. Mode of Payment:

Payment shall be made through NEFT/ RTGS transfer only and TDS as applicable will be deducted, after a satisfactory supply of the said items. NFSU shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes as applicable and recovery of penalties.

No advance payment will be made in any case.



24. Subletting of Work:

The Contractor shall not assign or sublet the work or any part of it to any other person or party.

25. Statutory Obligations:

All statutory obligations under various laws from time to time shall be borne by the Contractor for which no extra payment shall be made at any time during the contractual period.

The Contractor shall at all times indemnify and keep indemnified the NFSU and its staff from and against all third-party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of the Contractor) and the Contractor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant labor legislation, which is in force from time to time.

26. Right to Call upon Information Regarding Status of work:

NFSU has the right to call upon information regarding the status of work at any point in time

27. Termination of the Contract:

NFSU may terminate the contract without any notice in case the Contractor commits a breach of any of the terms of the contract. NFSU's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor. In such case, NFSU at its discretion may blacklist the Contractor.

The Contract in normal conditions can be terminated by either party, i.e., NFSU or the Contractor, after giving two months' notice to the other party, extendable by mutual agreement till alternate arrangements are made.

28. Other terms and conditions:

Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.

No unsolicited correspondence shall be entertained.

Any offer containing an incorrect statement and incomplete information will be summarily rejected.

The Bidder will be bound by the details furnished by him/her/it to the NFSU, while submitting the tender or at the subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any Stage, it would be deemed to be a breach of terms of contract making him/her/it liable for legal action besides termination of the contract.



29. Force Majeure:

For purpose of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the NFSU either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the Contractor shall promptly notify the NFSU in writing of such conditions and the cause thereof. Unless otherwise directed by the NFSU in writing, the Contractor shall continue to perform its obligations under the Supply order as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

30. Arbitration:

If a dispute or difference of any kind shall arise between NFSU and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultation.

However, if the parties fail to resolve their dispute or difference by such mutual consultation, all disputes or differences whatsoever arising between the parties relating to the contract shall be settled by arbitration in accordance with the rules of arbitration of the Indian Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Delhi. The NFSU Official will make the appointment of Arbitrator on behalf of the NFSU.



Annexure -I

Details of printing items to be included in Rate Contract

Sr, No.	Items	Approx Qty.	Unit
01	Visiting card, Matt 350 gsm with UV Embossed (With Visiting Card Holder)	500	Nos.
		1000	Nos.
02	Digital Visiting Card, 300 gsm. Art Paper	500	Nos.
03	Visiting Cards – 4 color printing with Foil & Emboss	500	Nos.
		1000	Nos.
04	Letterheads – 100 gsm, A/4 size – 4 color printing, Alabaster Paper	500	Nos.
		1000	Nos.
		2000	Nos.
05	Envelops 9.5 X 4.25 in. 100 gsm Alabaster Paper with 4 color printing	1000	Nos.
		2000	Nos.
06	Window Envelops 9.5 X 4.25 – 100 gsm-Alabaster Paper with 4 color printing	1000	Nos.
		2000	Nos.
07	Large Envelops-100 gsm, A/4 size – 4 colour printing with inside lamination	1000	Nos.
		2000	Nos.
08	Large Envelops -100 gsm, A/3 size – 4 colour printing with inside lamination	1000	Nos.
		2000	Nos.
09	Digital printing - Invitation Cards – 300 gsm Art Card 4 colour printing (With Design Front + Back Side Print)	500	Nos.
		1000	Nos.
		2000	Nos.



Sr, No.	Items	Approx Qty.	Unit
10	Offset Printing- Invitation Cards – 300 gsm Art Card 4 color printing (With Design Front + Back Side Print)	500	Nos.
		1000	Nos.
		2000	Nos.
11	Envelop size 15.8"X11.8" (cloth bound-Green color, Uni.'s Blue Single Color printing)	500	Nos.
		1000	Nos.
		2000	Nos.
		3000	Nos.
12	Envelop size 11.5" X 5.8" (cloth bound-Green color, Uni.'s Blue Single Color printing)	500	Nos.
		1000	Nos.
		2000	Nos.
		3000	Nos.
13	Envelop size 18" X12.75" (cloth bound-Green color, Color printing)	500	Nos.
		1000	Nos.
		2000	Nos.
		3000	Nos.
14	Envelop size 16" X 12" (Box Type cloth bound-Green color, 1 color printing)	500	Nos.
		1000	Nos.
		2000	Nos.
		3000	Nos.
15	80 gsmmaplitho paper – A/4 size - 4 pages - Design &Singlecolor printing	500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
		3000	Nos.



Sr. No.	Items	Approx Qty.	Unit
16	130 gsm Art paper - A/4 size - 4 pages - Design & 4 color printing	500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
		3000	Nos.
17	170 gsm Art paper - A/4 size - 4 pages - Design & 4colour printing	500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
18	210 gsm Art paper - A/4 size - 4 pages - Design & 4colour printing-1st & Last Page Lamination, Glossy	3000	Nos.
		500	Nos.
		1000	Nos.
		1500	Nos.
19	250 gsm Art paper - A/4 size - 4 pages - Design & 4colour printing-1st & Last Page Lamination, Glossy	2000	Nos.
		3000	Nos.
		500	Nos.
		1000	Nos.
20	300 GSM-Matt Card,Multi color Offset, Matt Lamination & UV On Title, Center Pin,Page-12-16 (MBA/MHA Brochure)	1500	Nos.
		2000	Nos.
		3000	Nos.
		500	Nos.
21	210 Gem Brochure A/4 size-52 Pages-Design & 4 color Printing,1st & Last Page Lamination, Glossy	1000	Nos.
		1500	Nos.
		2000	Nos.
		3000	Nos.
22	210 Gsm Brochure-120 Pages, Design & 4 color Printing 1st & Last Page Lamination,Glossy	500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
23	Gate pass (01 page in 3 gate pass) 3+ 3 (black & white) 80 gsm. (with hard bound book numbering) (As per samples) hardwood cloth binding. NFSU sticker	3000	Nos.
		50	Book



Sr. No.	Items	Approx Qty.	Unit
24	Receipt book 1+1 (with number) A4 size (single color) Hardwood cloth binding. NFSU sticker.	10	Book
25	Receipt book 1+1 (with number) A4 size (single color) hardwood cloth binding. NFSU sticker	10	Book
26	Paper bag (big size) with white FBB boards both side 4 color plate making. NFSU logo printing, AMINATION DIY making punching & bags making includes lie let & Dori.	500	Nos.
27	Paper Bag (small bag) with white FBB Board both side 4 color plate making. NFSU logo printing, Lamination DIY making punching & bag making include lie let& Dori.	500	Nos.
		1000	Nos.
28	Lase file with 1 color printing (As per sample)	1000	Nos.
		2000	Nos.
29	Spring file with 1 color printing (As per sample)	1000	Nos.
		2000	Nos.
30	Box file with 4 colour printing (As per sample)	1000	Nos.
		2000	Nos.
31	Various register for NFSU book (50 pages) (with hardwood cloth binding. NFSU sticker, 80 GSM paper.	10	Book
		20	Book
		50	Book
32	Various register for NFSU Book (100 pages) with hard book cloth binding. NFSU sticker, 80 GSM paper.	10	Book
		20	Book
		50	Book
33	Barcode Sticker: - Single side printing on craft paper with backside gumming + silicone pesting Size: 4.5 inch × 2.25 Inch.	5000	Nos.
		100000	Nos.
34	Ruffpad (size:- 8.50 inch × 5.50 Inch) with percolation tile page 4 color printing on 250 GSM art card. Back side card board page 60 gsm maplitho white paper & front back printing, 25 pages	1000	Nos.
		2000	Nos.
35	Notepad Size:- 8.50 inch × 8.00 inch with percolation title page 4 color printing on 300 GSM art card, back side card bord,page 60 gsm maplitho white paper & front back printing,25 pages, with left side wiros binding.	1000	Nos.
		2000	Nos.



Sr. No.	Items	Approx Qty.	Unit
36	Notepad Size: - 8.50 inch × 8.00 inch with percolation title page 4 color printing on 300 GSM art card, back side card bord, page 60 gsm maplitho white paper & front back printing, 50 pages, with left side wiros binding.	1000	Nos.
		2000	Nos.
37	Coe- NDPS brochure, multiple printing 8 pages , 250 gm art paper with glossy type lamination with design for press conference	200	Nos.
		500	Nos.
		1000	Nos.
38	Coe- NDPS brochure, multiple printing 8 pages , 300 gm art paper with matt type lamination with cover (170 gsm matt art paper with die cutting making)	200	Nos.
		500	Nos.
		1000	Nos.
39	Printing of brochure a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.
		1000	Nos.
		2000	Nos.
40	Printing of brochure with cover for a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.
		1000	Nos.
		2000	Nos.
41	Printing of brochure with cover a. size - A4 b. pages - 16 pages (8 front & back) c. paper - 170 GSM art card for envelop d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.
		1000	Nos.
		2000	Nos.
42	Printing of brochure with cover a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 250 GSM d. printing - Multicolor Offset printing e. binding - centre pin f. lamination - matt on title g. process - matt	500	Nos.
		1000	Nos.
		2000	Nos.



Sr. No.	Items	Approx Qty.	Unit
43	Printing of brochure for GOA brochure a4 front - back 300 gsm card matt lamination.	500	Nos.
		1000	Nos.
		2000	Nos.
44	Printing of brochure A4 8 pages 300 GSM card, matt lamination center pin binding.	500	Nos.
		1000	Nos.
		2000	Nos.
45	student I -card Multi-color F/B Printing, PVC Card with transparent ID card Holder with Lanyard, single color lanyard screen printing with designing.	01	Nos.
46	Printing university Diary SIZE: 8.5" × 5.8" (15 cm×21.5cm) No. of pages: 384 pages 16 pages 4 colour + 4 pages title 4 colour & 364 pages in 1 colour = 380 pages inside 364 pages in sp. Diary paper in 1 colour, 16 pages in art paper 170 gsm title in four colour 4 pages in 210 gsm with hard bound binding.	500	Nos.
		1000	Nos.
47	Information brochure, Size :- 210mm × 300 mm , paper 250 gsm art card printing 4 color.	500	Nos.
		1000	Nos.
		2000	Nos.
48	Printing of brochure a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	100	Nos.
		200	Nos.
		300	Nos.
		500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
49	Printing of brochure A4 8 pages 300 GSM card, Matt Lamination, center pin binding	500	Nos.
		1000	Nos.
		2000	Nos.



Sr. No.	Items	Approx Qty.	Unit
50	Bulletin envelop printing a/4 SIZE, 130 GSM art paper, multi coloured , matt lamination	1000	Nos.
		2000	Nos.
51	Bulletin Size - A4 Pages - 16 pages Paper - 170gsm art card Printing - multi colour offset Binding - Center pin	300	Nos.
		500	Nos.
		600	Nos.
		800	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
52	Bulletin Size - A4 Pages - 16 pages Paper - 170gsm art card Printing - multi colour offset Binding - Center pin	300	Nos.
		500	Nos.
		600	Nos.
		800	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
53	MOU Leather Folder (Brown colour).single colour,(As per Sample)	100	Nos.
		200	Nos.
		300	Nos.
		400	Nos.
		500	Nos.
54	Brochure 4 pages A4 size - 300 GSM Art card,Multi colour offset printing, Thermal Matt Lamination, Centre pin binding	500	Nos.
		1000	Nos.
		2000	Nos.
55	University brochure 16 pages A4 size - 300 GSM art card. Multi-color offset printing. Thermal Matt Lamination, center pin binding	500	Nos.
		1000	Nos.
		1500	Nos.
		2000	Nos.
		2500	Nos.
		3000	Nos.

***Note: NFSU reserves the Right to Increase / Decrease the Quantity of the above Items as per the Requirements.**



Annexure-II

Technical Bid

- 01** Name & Postal address of Bidder :
- Telephones Numbers. :
 - Fax Number :
 - E-mail ID :
 - Mobile Numbers :
- 02** Name & address of Owners/ Partners/ Directors :
- 03** Nature of Firm/ Agency (Sole/ Partnership/ otherwise) :
- 04** GST Registration No. (Upload copy) :
- 05** PAN No. (Upload copy) :
- 06** Details of the turnover for the last three financial years (**indicate year-wise and upload Audited document**)
- (i) FY 2018-19 :
 - (ii) FY 2019-20 :
 - (iii) FY 2020-21 :
- 07** Upload Supply order s/ Completion certificates as per details given in tender in support of experience for having undertaken similar work in the last three years.
- 08** Has your organization been placed in the defaulter category by any Govt. Department/ PSU/ Private organization? If not, please upload a certificate as per Annexure IV to this effect.
- 09** Are you related in any way with any staff member of NFSU : Yes/ No.



Checklist

Sr. No	Check List of Documents/ Undertakings	Yes/ No	Remarks (Give reasons if the answer is No)
01	Is the demand draft/ banker's cheque towards EMD, submitted to NFSU?		
02	Is the copy of the demand draft/ banker's cheque towards EMD, uploaded?		
03	Is the copy of GST No. certificate uploaded?		
04	Is the copy of PAN No. certificate uploaded?		
05	Are details of the turnover for the last three financial years in the form of Audited accounts statement/ ITR uploaded?		
06	Are copies of supply orders in support of experience for having undertaken three similar works in the last three years Uploaded?		
07	Is undertaking certifying that the Firm is not blacklisted signed as per Annexure-IV and uploaded?		
08	Have all uploaded documents been duly signed on each page ?		

Place:

Signature of the Proprietor/ Authorized Signatory

Date:

Rubber Seal indicating complete address





Annexure-III

Financial Bid For Printing Items

I/We hereby agree, subject to acceptance of this tender by NFSU, to supply the following items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

Sr, No.	Items	Approx Qty.	Unit	Rate	Tax
01	Visiting card, Matt 350 gsm with UV Embossed (With Visiting Card Holder)	500	Nos.		
		1000	Nos.		
02	Digital Visiting Card, 300 gsm. Art Paper	500	Nos.		
03	Visiting Cards – 4 color printing with Foil & Emboss	500	Nos.		
		1000	Nos.		
04	Letterheads – 100 gsm, A/4 size – 4 color printing, Alabaster Paper	500	Nos.		
		1000	Nos.		
		2000	Nos.		
05	Envelops 9.5 X 4.25 in. 100 gsm Alabaster Paper with 4 color printing	1000	Nos.		
		2000	Nos.		
06	Window Envelops 9.5 X 4.25 – 100 gsm- Alabaster Paper with 4 color printing	1000	Nos.		
		2000	Nos.		
07	Large Envelops-100 gsm, A/4 size – 4 colour printing with inside lamination	1000	Nos.		
		2000	Nos.		
08	Large Envelops -100 gsm, A/3 size – 4 colour printing with inside lamination	1000	Nos.		
		2000	Nos.		
09	Digital printing - Invitation Cards – 300 gsm Art Card 4 colour printing (With Design Front + Back Side Print)	500	Nos.		
		1000	Nos.		
		2000	Nos.		



Sr, No.	Items	Approx Qty.	Unit	Rate	Tax
10	Offset Printing- Invitation Cards - 300 gsm Art Card 4 color printing (With Design Front + Back Side Print)	500	Nos.		
		1000	Nos.		
		2000	Nos.		
11	Envelop size 15.8"X11.8" (cloth bound-Green color, Uni.'s Blue Single Color printing)	500	Nos.		
		1000	Nos.		
		2000	Nos.		
		3000	Nos.		
12	Envelop size 11.5" X 5.8" (cloth bound-Green color, Uni.'s Blue Single Color printing)	500	Nos.		
		1000	Nos.		
		2000	Nos.		
		3000	Nos.		
13	Envelop size 18" X12.75" (cloth bound-Green color, Color printing)	500	Nos.		
		1000	Nos.		
		2000	Nos.		
		3000	Nos.		
14	Envelop size 16" X 12" (Box Type cloth bound-Green color, 1 color printing)	500	Nos.		
		1000	Nos.		
		2000	Nos.		
		3000	Nos.		
15	80 gsmmaplitho paper - A/4 size - 4 pages - Design &Singlecolor printing	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		



Sr. No.	Items	Approx Qty.	Unit	Rate	Tax
16	130 gsm Art paper – A/4 size - 4 pages - Design & 4 color printing	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
17	170 gsm Art paper – A/4 size - 4 pages - Design & 4colour printing	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
18	210 gsm Art paper – A/4 size - 4 pages - Design & 4colour printing-1st & Last Page Lamination, Glossy	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
19	250 gsm Art paper – A/4 size - 4 pages - Design & 4colour printing-1st & Last Page Lamination, Glossy	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
20	300 GSM-Matt Card,Multi color Offset, Matt Lamination & UV On Title, Center Pin,Page-12-16 (MBA/MHA Brochure)	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
21	210 Gem Brochure A/4 size-52 Pages-Design & 4 color Printing,1st & Last Page Lamination, Glossy	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
22	210 Gsm Brochure-120 Pages, Design & 4 color Printing 1st & Last Page Lamination,Glossy	500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		3000	Nos.		
23	Gate pass (01 page in 3 gate pass) 3+ 3 (black & white) 80 gsm. (with hard bound book numbering) (As per samples) Hardwood cloth binding. NFSU sticker	50	Book		



Sr, No.	Items	Approx Qty.	Unit	Rate	Tax
24	Receipt book 1+1 (with number) A4 size (single color) Hardwood cloth binding. NFSU sticker.	10	Book		
25	Receipt book 1+1 (with number) A4 size (single color) hardwood cloth binding. NFSU sticker	10	Book		
26	Paper bag (big size) with white FBB boards both side 4 color plate making. NFSU logo printing, AMINATION DIY making punching & bags making includes lie let & Dori.	500	Nos.		
27	Paper Bag (small bag) with white FBB Board both side 4 color plate making. NFSU logo printing, Lamination DIY making punching & bag making include lie let& Dori.	500	Nos.		
		1000	Nos.		
28	Lase file with 1 color printing (As per sample)	1000	Nos.		
		2000	Nos.		
29	Spring file with 1 color printing (As per sample)	1000	Nos.		
		2000	Nos.		
30	Box file with 4 colour printing (As per sample)	1000	Nos.		
		2000	Nos.		
31	Various register for NFSU book (50 pages) (with hardwood cloth binding. NFSU sticker, 80 GSM paper.	10	Book		
		20	Book		
		50	Book		
32	Various register for NFSU Book (100 pages) with hard book cloth binding. NFSU sticker, 80 GSM paper.	10	Book		
		20	Book		
		50	Book		
33	Barcode Sticker: - Single side printing on craft paper with backside gumming + silicone peasting. Size: 4.5 inch × 2.25 Inch.	5000	Nos.		
		100000	Nos.		
34	Ruffpad (size:- 8.50 inch × 5.50 Inch) with percolation tile page 4 color printing on 250 GSM art card. Back side card board page 60 gsm maplitho white paper & front back printing, 25 pages	1000	Nos.		
		2000	Nos.		
35	Notepad Size:- 8.50 inch × 8.00 inch with percolation title page 4 color printing on 300 GSM art card, back side card bord,page 60 gsm maplitho white paper & front back printing,25 pages, with left side wirow binding.	1000	Nos.		
		2000	Nos.		



Sr, No.	Items	Approx Qty.	Unit	Rate	Tax
36	Notepad Size: - 8.50 inch × 8.00 inch with percolation title page 4 color printing on 300 GSM art card, back side card bord, page 60 gsm maplitho white paper & front back printing, 50 pages, with left side wiro binding.	1000	Nos.		
		2000	Nos.		
37	Brochure, multiple printing 8 pages , 250 gm art paper with glossy type lamination with design for press conference	200	Nos.		
		500	Nos.		
		1000	Nos.		
38	Brochure, multiple printing 8 pages , 300 gm art paper with matt type lamination with cover (170 gsm matt art paper with die cutting making)	200	Nos.		
		500	Nos.		
		1000	Nos.		
39	Printing of brochure a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.		
		1000	Nos.		
		2000	Nos.		
40	Printing of brochure with cover for a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.		
		1000	Nos.		
		2000	Nos.		
41	Printing of brochure with cover a. size - A4 b. pages - 16 pages (8 front & back) c. paper - 170 GSM art card for envelop d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	500	Nos.		
		1000	Nos.		
		2000	Nos.		
42	Printing of brochure with cover a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 250 GSM d. printing - Multicolor Offset printing e. binding - centre pin f. lamination - matt on title g. process - matt	500	Nos.		
		1000	Nos.		
		2000	Nos.		



Sr, No.	Items	Approx Qty.	Unit	Rate	Tax
43	Printing of brochure brochure a4 front – back 300 gsm card matt lamination.	500	Nos.		
		1000	Nos.		
		2000	Nos.		
44	Printing of brochure A4 8 pages 300 GSM card, matt lamination center pin binding.	500	Nos.		
		1000	Nos.		
		2000	Nos.		
45	student I –card Multi-color F/B Printing, PVC Card with transparent ID card Holder with Lanyard, single color lanyard screen printing with designing.	01	Nos.		
46	Printing university Diary SIZE: 8.5" × 5.8" (15 cm×21.5cm) No. of pages: 38e4 pages 16 pages 4 colour + 4 pages title 4 colour & 364 pages in 1 colour = 380 pages inside 364 pages in sp. Diary paper in 1 colour, 16 pages in art paper 170 gsm title in four colour 4 pages in 210 gsm with hard bound binding.	500	Nos.		
		1000	Nos.		
47	Information brouchure, Size :- 210mm × 300 mm , paper 250 gsm art card printing 4 color.	500	Nos.		
		1000	Nos.		
		2000	Nos.		
48	Printing of brochure a. size - A4 b. pages - 16 pages (8 front & back) c. paper - art paper 300 GSM d. printing - Multicolor e. binding - centre pin f. lamination - matt on title	100	Nos.		
		200	Nos.		
		300	Nos.		
		500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
49	Printing of brochure A4 8 pages 300 GSM card, Matt Lamination, center pin binding	500	Nos.		
		1000	Nos.		
		2000	Nos.		



Sr. No.	Items	Approx Qty.	Unit	Rate	Tax
50	Bulletin envelop printing a/4 SIZE, 130 GSM art paper, multi colored , matt lamination	1000	Nos.		
		2000	Nos.		
51	Bulletin Size - A4 Pages - 16 pages Paper - 170gsm art card Printing - multi colour offset Binding - Center pin	300	Nos.		
		500	Nos.		
		600	Nos.		
		800	Nos.		
		1000	Nos.		
		1500	Nos.		
52	Bulletin Size - A4 Pages - 16 pages Paper - 170gsm art card Printing - multi colour offset Binding - Center pin	2000	Nos.		
		300	Nos.		
		500	Nos.		
		600	Nos.		
		800	Nos.		
		1000	Nos.		
53	MOU Leather Folder (Brown colour).single colour,(As per Sample)	1500	Nos.		
		2000	Nos.		
		300	Nos.		
		500	Nos.		
		600	Nos.		
		800	Nos.		
54	Brochure 4 pages A4 size - 300 GSM Art card,Multi colour offset printing, Thermal Matt Lamination, Centre pin binding	1000	Nos.		
		500	Nos.		
		2000	Nos.		
		300	Nos.		
55	University brochure 16 pages A4 size - 300 GSM art card. Multi-color offset printing. Thermal Matt Lamination, center pin binding	400	Nos.		
		500	Nos.		
		1000	Nos.		
		1500	Nos.		
		2000	Nos.		
		2500	Nos.		
		3000	Nos.		

Note: The quoted rates shall include all taxes, duties, GST, cartage, insurance, customs duty etc. as applicable and no extra shall be payable on this account. Vague offers such as custom duty extra, cartage extra, tax extra etc. shall not be accepted. Any extra taxes, duties, and levies not written in the above table but written separately at any other place in the bid document shall not be considered and the Bidder shall bear it.

Signature of the Bidder:

Name & Designation of the Signatory:



ANNEXURE-IV

BID SECURING DECLARATION FORM

Bid No.:

Dated :-

To,

The Executive Registrar

National Forensic Sciences University

Gandhinagar

Respected Sir,

We the undersigned, declare that:

We, M/s..... (Herein referred to as the vendor) understand that according to bid Clause No. _____, bids may be supported with a Bid Securing Declaration, Vendor renders the declaration that:-

The Vendor will automatically be suspended from being eligible for bidding in any contract with the NFSU, Gandhinagar (herein referred to as Purchaser) for the period of 1 one years, starting on the bid submission closing date, if the Vendor is in breach of any of the following obligation(s) under the bid conditions: -

- If a Bidder withdraws the proposal or increases the quoted prices after the opening of the Proposal and during the period of the Bid validity period or its extended period if any.
- In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.



Vendor understands that this declaration shall expire if Vendor is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

Name

Designation

Office Seal

Place

Date



Annexure V

Agreement to be signed for Rate Contract

<Stamp paper of requisite amount>

Rate contract of stationery and other items

This agreement is made on _____ 2022 between the National Forensic Sciences University, Gandhinagar hereinafter referred to as "NFSU", and M/s _____ a registered company with _____ registered office at _____ hereinafter referred to as "Contractor", and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

WHEREAS contractor has tendered for providing rate contract of stationery and other items to the NFSU as per the terms and conditions mentioned in the tender document. Whereas such tender has been accepted and the contractor has deposited with the Tendering Authority the sum of Rs. (Rupees _____ only) as security deposit for the fulfillment of this Agreement.

NOW IT IS HEREBY AGREED between the parties hereto as follows:

1. The contractor has accepted the contract on the terms and conditions set out in tender notice no. _____ Dated:- _____, which shall hold well during period of this agreement.
2. Upon breach by the contractor of any of the conditions of the agreement, the Tendering Authority may issue a notice in writing, determine and put an end to this agreement without prejudice to the right of the NFSU to claim damages for antecedent breaches thereof on the part of the contractor and also to reasonable compensation for the loss occasioned by the failure of the contractor to fulfill the agreement as certified in writing by the Tendering Authority which certificate shall be conclusive evidence of the amount of such compensation payable by the contractor to the NFSU.
3. Upon the determination of this agreement whether by efflux ion of time or otherwise, they said deposit shall after the expiration of two months from the date of such determination be returned to the contractor but without interest and after deducting there from any sum due by the contractor to the Government under the terms and conditions of this agreement





4. This agreement shall remain in force until the expiry of 12 months from the date of entering into the contract but the Tendering Authority may cancel the contract at any time upon giving one month's notice in writing without compensating the contractor.
5. The Tendering Authority may give notices in connection with the contract. In consideration of the payments to be made by the NFSU to the contractor as hereinafter mentioned the contractor hereby covenants with the NFSU to provide the Services and to remedy defects therein conformity in all respects with the provisions of the Contract.
6. The Tendering Authority hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price, or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
7. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender, the Tendering Authority shall be entitled to render services from else another organization after giving due notice to the Contractor on the amount and at the risk of the Contractor without canceling the contract in respect of the consignment not yet due for delivery, or to cancel the contract.
8. In the event of an action to be taken, the contractor shall be liable for any losses, which the Tendering Authority, may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills and be made good by a credit note within the stipulated period for the purpose.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month, and year is first before written.

Signed:

For and on behalf of:

National Forensic Sciences University

Gandhinagar

Authorized Signatory.

For and on behalf of

M/s

Authorized Signatory



Instructions for offline Bid Submission:

The bidders are required to submit physical/ hard copies of their bids at the NFSU, Gandhinagar campus. The instructions given below are meant to assist the bidders in registering on the NFSU Website, preparing their bids in accordance with the requirements, and submitting their bids offline at the NFSU, Gandhinagar campus.

More information useful for submitting offline bids and other quarry about bids to contact:

079-23977123/124.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the NFSU website, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the NFSU website.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable at NFSU, Gandhinagar campus in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.



PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in Xerox. Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.



SUBMISSION OF BIDS

Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the tender.

1. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/FDR in favour of "**Executive Registrar, National Forensic Science University, Gandhinagar**"
2. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard university format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the tender documents, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it offline.
3. As per the rules rate contract will be applicable from 1 year and satisfactory performance can be taken in to consideration for 1 year. But in this period of time No any changes about the rate.
4. During the rate contract period of time any item not found on time and not feel satisfactory performance so this time rate contract will be finish.
5. Cover 1 – In past government organization technical bid/purchase order of work in university minimum 2 year / work certificate / required bidder qualified documents.
6. Cover 2 – commercial bid.
7. Stamp and signature is compulsory required in bidder each and every pages.



ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of offline bid submission or queries relating to NFSU website, in general, may be directed at the NFSU, Gandhinagar campus.



