

Rohini Sector-3
Outer Ring Road, New Delhi.
Dated 03, Feb. 2017

TENDER NOTICE

The LNJNI National Institute of Criminology and Forensic Science (NICFS) invites sealed tenders under single bid system from eligible organizations for supply of Training kit material for this Institute located at Sector-3, Rohini, New Delhi as per terms and conditions enclosed at annexure-I.....

Time Lines:

Date of issue of tender document	Between 1100 Hrs and 1700 Hrs on all working days from 03.02.2017 to 27.02.2017
Last date and time for submission of tender	Up to 1700 hrs on 27.02.2017
Date and time for opening of technical bid	At 1130 hrs on 28.02.2017
Venue of opening of technical bid	Conference Room. (First Floor), Institute Campus
Address of communication	Administrative Officer, LNJNI National Institute of Criminology and Forensic Science, Sector 3, Outer Ring Road, Rohini, Delhi-110085,

- Tender document can also be downloaded from the website of the Institute www.nicfs.in.

Handwritten signature and date: 02/02/2017
(Harish Chandra Pandey)
Administrative Officer
Tel. No. 27511571

- Encl: 1) Terms and Conditions-
2) Technical Bid format -
3) Financial Bid format-

Handwritten signature of Harish Chandra Pandey
Harish Chandra Pandey/Harish Chandra Pandey
Administrative Officer
LNJNI NICFS
Ministry of Home Affairs
Rohini-110085

NOO: - Copy to Web Master to upload the Tender Document in the Institute website & CPP Portal of Govt. of India for wide publicity.

No. 14/12/2016-LNJNI-NICFS

LNJN National Institute of Criminology and Forensic Science
(Ministry of Home Affairs), Government of India**Terms and Conditions****Subject: Tender for supply Training kit material for its campus in Sector-3, Rohini, New Delhi.**

LNJN National Institute of Criminology and Forensic Science (NICFS) an attached office of MHA invites sealed tender for supply of Training kit material for its campus at Sector-3, Rohini, New Delhi on the following terms and conditions:-

(a) Scope of Work:**Supply of items as per Annexure III**

- The quantity may be increased or decreased as per requirement of the office.

(b) Submission of tender:

- (i) Tender documents can be obtained from the office of Administrative Officer between 1100 Hrs and 1700 Hrs on all working days between 03.02.2017 to 27.02.2017. Tender documents can also be downloaded from Institute website: www.nicfs.nic.in.

- (ii) The tenders must be submitted in sealed envelope and should be dropped in the Tender Box kept at main gate No. 1 of the Institute on outer ring road side or may be sent by Speed Post/Registered Post/Courier addressed to Administrative Officer, LNJNI National Institute of Criminology & Forensic Science, Rohini, Sector-3, New Delhi-110085 so as to reach the Institute latest by 1700 Hrs. on 27.02.2017. Postal delay, if any, will not be considered by the Institute and the tenders received late will not be entertained. The Institute takes no responsibility for delay, loss or non-receipt of the bid sent by post/courier.

- (c) **Opening of bids:** The bids only will be opened on the scheduled date and time at the Institute's office in presence of the representatives of the bidders, if any, who are present on the spot at that time.

(d) Eligibility Criteria:

The tendering Company/Firm/Agency is required to enclose attested photocopies of the following documents, along with the Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further.

- The contractor should have completed at least 01 satisfactory job of Rs. 05 lakhs in Government Departments/PSU/State Government/Private Organizations/Hotel for last two years.
- The contractor should have carried out at least 02 satisfactory Government Tenders in respect of supply of Training kit material for last 2 years (satisfactory certificate to be enclosed)
- The contractor submit affidavit on judicial paper that he should provide original items. If any delicacy found penalty should be imposed or contract may be end or both.
- The contractor must submit affidavit stating that the agency is / has not been black listed/debarred by Centre/State Government/ PSU (Attach attested copy)
- The contractor must submit affidavit stating that there should be no criminal case pending either with the firm or owner/partners/directors.
- The contractor should produce a certificate of Bank Account in the name of firm.

25.7.17
02/02/2017
 आर्य/मार्क चन्द्रा पेंडर
 प्रशासक अधिकारी/Administrative Officer
 लीनजना र अकडमि/ LNJNI NICFS
 गृह मंत्रालय/Ministry of Home Affairs
 राहिनो, दिल्ली/Rohini, Delhi-110085

Period of Contract:

1. The contract will be valid for 12 months from the date of award of contract; however it may be extended with the approval of competent authority if the firm's performance is satisfactory.
2. The contract is liable to be terminated after one month's notice if the services rendered by the firm are not found satisfactory. The decision of the Institute in this regard will be final.
3. The contract may also be extended on mutual consent for further period not exceeding three years on the same terms and conditions.
4. NICFS reserves the right to terminate the contract with one month's notice without assigning any reason.

(e) Earnest Money Deposit:

- i. (EMD) amounting to Rs.15,000/- (Rs. Fifteen thousand only) in the form of Demand Draft favoring PAO-II, CRPF, MHA, payable at New Delhi should be enclosed alongwith tender document.
- ii. EMD will be returned to unsuccessful bidders after finalization of the contract.
- iii. EMD of the successful bidders will be returned after the firm deposit security deposit.
- iv. EMD of the successful bidders will be forfeited if the firm fails to enter into contract after finalization.

(f) Bid :

- i. Bid should be submitted as per format given in **annexure-II & III** in a separate sealed envelope.
- ii. Technical Bid-document should be submitted as per **annexure-II**.
- iii. Only technically qualified bids should be considered for financial opening as per **annexure-III**.
- iv. No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.
- v. Firm having overall lowest price of the all items put together should be selected for supply of items mentioned in **Annexure-III**.
- vi. **L-1** should be selected on the basis of overall cost of all items not on item wise rates.
- vii. Total cost of the items should be written both in figure and words. In the event of discrepancy cost in word will be considered. If there is totaling error, the unit cost will prevail.

(g) Security Deposit:

- i. The successful contractor/firm will be required to deposit the security amount at the rate of 05% of the total order value in the shape of Fix Deposit/Bank guarantee in favour of PAO-II, CRPF, MHA, payable at New Delhi.
- ii. This security will be returned after successful completion of the contract as per terms and conditions of the contract.
- iii. Security deposit will be forfeited if the firm fails to abide by terms and condition(s) of the contract.
- iv. No interest will be payable on performance security deposit.

(h) Payment:

1. Payment will be made through RTGS, on receipt of bill, within 30 days after receiving of bill.

- (i) **Jurisdiction of Courts in case of disputes:** - All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the Courts in Delhi.

(All the clauses from (a) to (i) and terms & conditions accepted by the undersigned)



02/02/2017
लक्ष्मण चंद्रा पण्डित/Harish Chandra Pandey
प्रशासनिक अधिकारी/Administrative Officer
जे.एन.ए. संजय सिंह/MLN JN NICFS
गृह मंत्रालय/Ministry of Home Affairs
दफ्तार संख्या/Office No. 110025

Seal & Signature of Bidder
With date & seal

BID DOCUMENT

1	Name and address of the firm with phone number, fax number and e-mail etc.	
2	Name and designation of the contact person with telephone/mobile number etc.	
3	Details of Bank Account	
4	Whether the contractor has completed at least one satisfactory jobs of Rs. 05 lakhs in Government Departments/State Government/ Private Organization/Hotel during last two years.	Yes/ No Attach documentary proof
5	Whether the contractor have carried out at least 02 satisfactory Government Tenders in respect of supply of Stationary and Sanitary Items for last 2 years.	Yes/ No Attach documentary proof
6	Whether the contractor submitted affidavit on judicial paper that he should provide original Items as quoted in their quotation. If any delicacy found penalty should be imposed or contract may be end or both.	Yes/ No Attach affidavit
7	Whether contractor has submitted affidavit stating that the agency is / has not been black listed/ debarred by Centre/State Government/ PSU.	Yes/ No Attach affidavit
8	Whether the contractor has submitted affidavit stating that there is no criminal case pending either with the firm or owner/partners/directors.	Yes/ No Attached affidavit
09	Whether EMD of Rs.15, 000/- enclosed.	Yes/ No Name of Bank _____ DD No. _____ Date : _____ Amount _____
10	Whether terms and conditions document as per annexure-I duly accepted and signed enclosed.	Yes/ No

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Signature and Seal of the Bidder with date

S-71/51/5
02/02/2017

हरिष चन्द्र पण्डेय/Harish Chandra Pandey
प्रशासनिक अधिकारी/Administrative Officer
लोकजन सशस्त्र बल/ILJN NICFS
गृह मंत्रालय/Ministry of Home Affairs
रोहिणी, दिल्ली/Rohini, Delhi-110005

Annexure-III

NO.	Items	Quantity	Unit Price	Total	Tax	Total with tax	Remarks if any
1	Participants Kit	2500					
2	Slip Pad	2500					
3	Name Budge with clip	2500					
4	Pen(dot/gel)	3000					
5	DVD with cover	3000					
6	Course Certificate	2500					
7	Certificate Folder	2500					
8	Registration form	2500					
9	Feed back form	2500					
10	Feed back form(new)	2500					
11	Alumni form	2500					
12	Receipt of Honorarium	2500					
13	Photostat Paper(white)	650 ream					
14	Photostat Paper(pink)	50 ream					
15	Photostat Paper(blue)	50 ream					
16	Cartridge HP 12A	20 nos					
17	H.P. Colour Printer	1					
18	Colour Cartridge (for printer at Sl no 17)	5 set					
19	Class room heater	10					
20	Letter Head	50 pads					
21	Pasting paper	15 set					
22	Envelope for letters	5000 nos					
23	All in one computer with 1TB hard disk.	3 nos					
24	Centre table for lounge	5 nos.					
25	Side table	5 nos					
26	Note sheet (Ream)	20 Nos.					
27	File cover(Green)	70					
28	File Board	70					
29	Room Freshener	30					
30	Collin	30					

[Handwritten signature]

5.7.7095
02/02/2017
 प्रशासनिक अधिकारी/Administrative Officer
 लोकार्थन, रा.अ.स.वि.नि.स./LNJN NICFS
 गृह मंत्रालय/Ministry of Home Affairs
 रोहिणी, दिल्ली-110005

Continued at P/2

S. NO.	Items	Quantity	Unit Price	Total	Tax	Total with tax	Remarks if any
31	Pencil cell(mini)	50 nos					
32	Pencil cell	50 nos					
33	Brown Tape	25					
34	Scissors(big size)	2					
35	Stapler(biggest size)	1					
36	Stapler pin(big size)	50 pkt					
37	Stapler pin(Small size)	100 pkt					
38	Good night machine	20 nos					
39	Good night liquid	100 nos					
40	Paper cutter	1 no.					
41	Battery 9 volt for collar mike	10 nos.					
Grand Total							

Total Amount in words (Rupees)

Signature and Seal of the
Bidder with date

Note:- Sample of the printed material can be collected from the office during office hours accordingly sample made by the firm must be submitted along with the tender document.

S. P. Pandey
02/02/2017

हरिज चन्द्र पण्डेय/Harish Chandra Pandey
प्रशासनिक अधिकारी/Administrative Officer
लोकपाल ना. स.अ.शा.वि.वि.रो./LNJN NICFS
गृह मंत्रालय/Ministry of Home Affairs
रोहिनी, दिल्ली/Rohini, Delhi-110086