

**DIRECTORATE OF FORENSIC SCIENCE ASSAM:: KAHILIPARA:: GUWAHATI -19**

**NOTICE INVITING TENDER**

No. DFS.1327/05/Computer Forensics/32

Dated Guwahati, the 24<sup>th</sup> December, 2014.

Sealed tenders affixing Court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from reputed Service Provider for examination of cases related to Digital Forensics of the Directorate of Forensic Science, Assam, Kahilipara, Guwahati 781019. The details of the items and necessary tender documents may be obtained from the office during the office hours of the undersigned with 7 (seven) days from the publication of this tender notice or may be down loaded from the Web site [www.dfsassam.org](http://www.dfsassam.org) & [www.tenders.gov.in](http://www.tenders.gov.in).

The tenders must accompany up to date Tax Clearance Certificates, without which the tender(s) will be summarily rejected. Intending tenderers or their authorised representatives may be present during the opening of the tenders.

The undersigned reserves the right or rejecting any tender without assigning any reason thereof.

*o/w  
24/12/14*

Director,  
Directorate of Forensic Science, Assam,  
Kahilipara, Guwahati - 19.

## GENERAL TERMS AND CONDITIONS:

1. The intending bidders may collect tender papers from the office of the undersigned on any working days during office hours or may download from the web site [www.dfsassam.org](http://www.dfsassam.org) & [www.tenders.gov.in](http://www.tenders.gov.in).
2. The tender should reach the undersigned on or before **2-30 P.M. of 17<sup>th</sup> January, 2015** and no tender received thereafter will be accepted. The tenders will be opened on the same day at 3.00 P.M. in presence of the intending bidders or their authorised representatives. If the opening day falls on a Government holiday or any bandh then tenders will be opened in the next working day at same time and same place.
3. The Director, Directorate of Forensic Science, Assam does not bind himself to accept the lowest rate and may reject any or all tenders without assigning any reason thereof.
4. The successful bidders will have to execute agreements before the issue of examination orders.
5. All the legal proceedings arising out of any dispute between the parties shall be settled within the territorial of the Court in Guwahati.
6. In case of any dispute, the decision of the undersigned shall be final and binding on all.
7. All the tenders should be addressed to:

The Director,  
Directorate of Forensic Science, Assam,  
Kahilipara, Guwahati-781 019.

## SUBMISSION OF BID:

1. The bid must accompany Annexure-I with Technical part of Bid and Annexure-II & III along with "Price" part of the Bid duly filled in and signed by the Bidder along with the seal of the Firm. (**Annexure - II must be submitted both in Hard copy & Soft copy**).
2. It may be noted that more quoting lowest rates will not entitle any firm to get the order. The quality of the item being offered, the past performance supply etc. will also be taken into consideration. Prior to award of purchase order the buyer can call for details, explanation, regarding technical & financial aspect, including demonstration of the instrument/equipment.
3. The Tender is to be submitted "**single stage-2 envelops system**" i.e. the first sealed envelope will contain the earnest money, the second sealed envelope will full information required to judge pre-qualification, complete details and specifications of the instruments offered including the leaflets and catalogues, list of credentials with documentary evidence i.e., examination and reporting service etc., PAN No. Vat/Sales Tax Registration No., Affidavit for not being black listed, Commercial Terms & Conditions etc. The third envelope will contain only price quoted by the bidder in the form given at Annexure -II of this documents and shall be clearly marked & equipment". All the above envelopes must be separately sealed and shall be kept in one envelope bearing the address of Directorate of Forensic Science, Assam and superscripted with bold letter "**Tender for the Item No.....**" The senders' address should be mentioned in all envelopes.
4. The Reporting Officer of the outsourcing agency should be ready to depose evidence in any court of law of Assam.
5. Unsuccessful bidders bid security will be discharged/returned without any interest in the same form after the concerned deed is finalized and that of successful bidders will be discharged without interest after the successful deal.
6. All tenders must submit along with their tenders the following documents in their technical bid duly Photostatted and attested.
  - (a) Up to date valid Tax clearance certificate with TIN number.
  - (b) A list of users.
  - (c) Registration certificate wherever necessary.

## 7. MOST IMPORTANT

PLEASE NOTE THAT ANNEXURE-I OF THIS DOCUMENT MUST BE ENCLOSED WITH THE FIRST PART OF BID i.e. "TECHNICAL/COMMERCIAL BID AND ANNEXURE-II AND III WILL BE KEPT IN THE SECOND PART OF BID i.e. PRICE BID.

**ANNEXURE - I**

**S. No.**

**APPLICATION FROM**

(To be filled by the bidder)

- 1) Name and full address of the Bidder including Telegraphic Address/Telex No. and Fax No. e-mail. :
  
- 2) Name and Designation of the Head of the Firm/supplier and his Telephone No. :
  
- 3) i) In case the bidder is located out of ASSAM specify the Address/ Authorised Distributor's or Agent's Address in Assam, if any. :  
  
ii) Name, Designation, Address Telephone & Fax Number of the Authorised Person who may be Contacted during the process of the concerned deal under this document (Applicable for all the suppliers) :
  
- 4) Item Code Number(s) & Description of item quoted for. :
  
- 5) Validity of Tender :
  
- 6) If the tender documents are accepted in full (Yes or No) :
  
- 7) Income Tax Clearance Certificate attached (Latest) (Yes or No) with PAN Number. :

Place:

Date:

Legally Binding Signature with stamp

Contd....3

Annexure- III

BID FORM

No.

Details showing quantity, specification and other details of the deal offered ( to be filled by the bidder and must be kept in "Price Bid" part of the Tender)

Sl No. and Item code Number of services as per our tender Document	Nature of services	The Specification offered by the Bidder	Difference in Specifications of tender document and that of Bid, if any	Unit Price (in Rupees excluding rates at col. no. 6)	Taxes and other expenditures	Total Amount in Rupees FOR DFSA, GUWAHATI
1	2	3	4	5	6	7

NOTE:- If this sheet is not sufficient to accommodate the bid the additional sheets containing the same proforma but all such sheets including this one must be signed by the Bidder along with the seal. This Annexure must enclose in the Proforma Invoice price bid for item wise. Separate Bid form should be attached against each item, quoted for.

Signature with date & stamp of the bidder with stamp

Contd....4

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Annexure – II  
UNDERTAKING

DATE.....  
TENDER NOTICE NO. ....

TO  
THE DIRECTOR,  
DIRECTORATE OF FORENSIC SCIENCE, ASSAM  
KAHILIPARA, GUWAHATI- 19.

Sir,

Having examined the conditions of Tender Document and specifications of the forensic services, the receipt of which is hereby acknowledged. We, the undersigned, offer to provide services for the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

(Please add additional pages, if required). The above service shall be in conformity with the specifications and conditions of services.

We undertake if our bid is accepted to deliver quality services for examination and reporting of the exhibits related digital forensics within the period indicated by us in our offer, failing which, we have no right to claim the offer.

We agree to abide by this bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before expiration of that period.

We are submitting a Demand Draft for Rs..... in favour of "Member Director, Directorate of Forensic Science, Assam" , towards the Earnest Money.

This Bid, together with your written acceptance thereof in your notification of award shall constitute a bidding contract between us.

We understood that you are not bound to accept the lowest or any bid you may receive.

Dated this..... day of .....2014.

Signature of authorized Person, Name with  
Stamp & full Address