



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY
(Established Under Gujarat Act No.: 09 of 2003)

NIQ No.: PC- 10/2026

Notice Inviting Quotations
For
Annual Rate Contract for providing Laundry Services
for Guest House at Gujarat National Law University,
Gandhinagar



Gujarat National Law University

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Notice Inviting Quotations No: PC - 10/2026

NOTIFICATION:

Notice Inviting Quotations (NIQ) for Annual Rate Contract for providing Laundry Services for Guest House at Gujarat National Law University, Gandhinagar

Gujarat National Law University (GNLU) Gandhinagar is inviting Quotations for Annual Rate Contract for providing Laundry Services for Guest House at GNLU. You are requested to quote your best offer along with the complete details of specifications, terms & conditions. NIQ documents can be downloaded from <https://www.gnlu.ac.in>.

1. INTRODUCTION:

The Technical Bid (Annexure-II) and the Financial Bid (Annexure-IV) shall be sealed by the bidder in separate covers duly super scribed as "Technical Bid" for Annual Rate Contract for providing Laundry Services for Guest House at GNLU and "Financial Bid" for Annual Rate Contract for providing Laundry Services for Guest House at GNLU respectively. Both sealed envelopes should be placed in a main/bigger envelope super-scribed as "Notice Inviting Quotations (NIQ) for Annual Rate Contract for providing Laundry Services for Guest House at Gujarat National Law University, Gandhinagar" Notice Inviting Quotations No: PC - 10/2026.

An Undertakings/Declaration as per prescribed format – Annexure –III should be kept inside the Technical Bid Envelope along with **EMD of Rs. 10,000/-** and sealed. The NIQ must reach to The Registrar Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba,Koba (Sub P. O.), Gandhinagar-382426, Gujarat, INDIA by post or by hand on or before latest by 16:00 hrs by **09 October 2026**. The Technical Bid will be opened on 12 October 2026. The technically qualified bidders will be informed through email or telephone regarding the date and time of opening of the Financial Bid. The financial bid will be opened only for those bidders who qualify in the technical evaluation.

Notice Inviting Quotations received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. NIQ sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of NIQ, it may please be noted that responsibility rests with the bidder to ensure that the NIQ reach the above mentioned address on or before the due date.

Any addendum / corrigendum to this notification shall be published on university website only. Please visit the website (www.gnlu.ac.in) carefully before submission of bids.

Important Note for the Bidder: The sealed bid envelop should be subscribed at the top of envelope as “Annual Rate Contract for providing Laundry Services for Guest House at GNLU”. The NIQ document should be sent to:

To,
The Registrar
Gujarat National Law University,
Attalika Avenue, Knowledge Corridor, Koba,
Koba (Sub P. O.), Gandhinagar-382426, Gujarat, INDIA

2. IMPORTANT SCHEDULED DATES:

NIQ Float Date	25/ 09/2026
NIQ document submission Start Date	25/ 09/2026
NIQ Document floated on	www.gnl.ac.in under Tender Tab
NIQ Document submission last Date	09/10/2026
NIQ End Date	09/10/2026
Date of Opening of Technical Bid	12/10/2026

For any queries kindly contact us via email only at procurement@gnlu.ac.in.

3. GENERAL TERMS AND CONDITIONS

1. "Bidder/ Tenderer" A bidder or tenderer is a person, company, or organization that submits a formal proposal or price quote to supply goods, services, or construction work in response to an invitation.
2. "Agency/ Selected Agency/Contractor"- The selected agency or contractor in a tender refers to the winning bidder whose offer has been accepted by the organization issuing the NIQ Document after completing the evaluation stages
3. The NIQ should be submitted in two parts i.e., Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers as under: -
 - a. "Technical Bid" for Annual Rate Contract for providing Laundry Services for Guest House at GNLU.
 - b. "Financial Bid" for Annual Rate Contract for providing Laundry Services for Guest House at GNLU.
 - c. Both sealed envelopes should be placed in a main/bigger envelope superscribed as "Notice Inviting Quotations (NIQ) for Annual Rate Contract for providing Laundry Services for Guest House at Gujarat National Law University, Gandhinagar" Notice Inviting Quotations No: PC - 10/2026.
4. The bid envelope must contain a signed copy of the NIQ documents along with Annexures- I to V. Bidder should sign all the pages of the NIQ.
5. Future communication with Bidder will take place through his/her official email id/mobile no. /address only.
6. Empanelment/Contract will be valid for two years only, which can be further extended by two more years based on satisfactory performance.
7. Bidders are bounded by the terms and conditions as mentioned in this NIQ document.
8. The bidders selected for empanelment will be required to deposit Rs. 10,000/- (Rupees Ten thousand only) as an interest free Earnest Money Deposit (EMD) in the form of a Demand Draft Drawn in favor of Registrar, Gujarat National Law University Gandhinagar within 15 days of the award of the services contract. The EMD will be refunded to bidder by the University after the completion of contract.
9. The successful Bidder shall not employ any child labour (s) and shall not contravene any rules contained in the LABOUR EMPLOYMENT ACT, 1970 and other labor laws. The contract will be terminated with immediate effect if any of these laws are violated.
10. The empaneled bidder shall carry out only the specified/ approved activities in the campus. If the Firm/ Agency/Company/Proprietor indulges in carrying out any unapproved activities, the GNLU, Gandhinagar is at liberty to cancel the

contract agreement of the Firm/Agency/Company/Proprietor/Individual with immediate effect.

11. The GNLU, Gandhinagar has the right to cancel the contract after giving one month written notice to the empaneled bidder and reserve the right to inspect the operational work undertaken at all times and the Firm/ Agency/ Company/Proprietor/Individual shall obey the orders and directions issued by the GNLU, Gandhinagar.
12. Any other condition found necessary by GNLU, Gandhinagar management shall be included after discussion in the agreement.
13. The NIQ does not constitute a solicitation. GNLU, Gandhinagar reserves the right to change or cancel the requirements at any time during the Notice Inviting Quotations process.
14. **EXCLUSIVE RIGHT:** Registrar, Gujarat National Law University, Gandhinagar has the full and exclusive right to accept or reject any of the proposals without assigning any reasons.
15. **Documents comprising Technical Bid.**
 - 13.1 Annexure II (Technical Bid) duly filled as per format given.
 - 13.2 Annexure III (certificate) duly signed by the tenderer.
 - 13.3 Each page of NIQ document duly signed & stamped.
 - 13.4 Demand Draft of NIQ Fees of Rs. 1180/- Including GST & Earnest Money Deposit (EMD) for **Rs 10,000/-**.
 - 13.5 Copy of PAN card.
 - 13.6 Name and designation of Contact person who will deal with the project.
 - 13.7 Copy of GST Registration Certificate.
 - 13.8 Copy of Power of Attorney, if applicable.
 - 13.9 Furnish information about similar works.

SECTION- A:
1. BIDDER'S MINIMUM ELIGIBILITY CRITERIA AND INSTRUCTIONS:

- 1.1 The bidder should have registered under Shops & Establishment Act. The bidder should submit a valid copy of the registration.
- 1.2 The bidder should have experience in Laundry Services for at least two years.
- 1.3 The bidder should have a valid PAN, Goods, and Service Tax (GST) registration number (should submit a copy).
- 1.4 The bidder should have executed at least one work order at any organization for providing Laundry Services during the last three years. The bidder should submit a copy of the work order/agreement/completion certificate.
- 1.5 List of clients along with name & contact number of representatives and copy of the certificate of appreciation, if any.
- 1.6 Either the Registered Office or one of the Branch Offices of the bidder should be located in Gandhinagar Gujarat.
- 1.7 Documents comprising the financial bid. Financial Bid be given as per the format at Annexure-IV. Rates must be quoted as per format specified, failing which NIQ shall be summarily rejected.
- 1.8 The bidder should sign and submit the declaration for Acceptance of Terms and Conditions as per Annexure-III.
- 1.9 Offered price must include all kinds' items costs, delivery and including Tax etc.
- 1.10 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- 1.11 All relevant information asked for in the NIQ shall be provided in the given formats.
- 1.12 NIQ duly completed shall be submitted at Gujarat National law University, Gandhinagar in a sealed envelope on or before the time indicated.
- 1.13 Technical and Commercial bids are to be submitted in separate envelopes superscribed as Technical Bid or Commercial Bid as the case may be.
- 1.14 Tenderers are required to furnish information about similar works handled, staff held and infrastructure etc. in technical bid.
- 1.15 NIQ document to be accompanied by EMD for **Rs 10,000/-** in the form of Demand Draft in favor of Gujarat National law University, Gandhinagar payable at Ahmedabad to be attached with the application.
- 1.16 Commercial bid to include BOQs with price schedule duly filled, signed and stamped on each page.
- 1.17 Tenderer to check that all amounts filled in BOQ are arithmetically correct.
- 1.18 All section wise total amounts shall be written in words also. Cutting/overwriting shall not be accepted.

- 1.19 Completion time will be 90 days from the issue of work order/Agreement. The bidder shall submit a detailed work schedule/bar chart within 7 days from the date of issue of work order indicating the activity-wise completion timeline.
- 1.20 **All bidders should visit site prior to giving quotes to get acquainted with the site conditions.** No demand shall later be entertained due to site conditions. Time of visit is 29th September to 05th October 2026 **(11AM to 04PM)**

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid duly stamped and signed by the authorized person of the agency.

2. EARNEST MONEY DEPOSIT (EMD):

The Bidder shall furnish, as part of its bid, an EMD of Rs. 10000/- by Demand draft drawn in favour of Gujarat National Law University payable at Ahmedabad.

- 2.1 The firms who are registered with National Small Industries Corporation (NSIC) / Small Scale Industries (SSI)/ Micro, Small and Medium Enterprises (MSMEs) are not exempted to furnish the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for disposal of Waste Papers must be enclosed with the technical bid as per Annexure- II.
- 2.2 Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.
- 2.3 The EMD shall be liable to be forfeited if the bidder:
- 2.3.1 withdraws or modifies its bid during the validity period of the bi
 - 2.3.2 provides false, forged or misleading information/documents;
 - 2.3.3 refuses to accept the Letter of Award/Work Order after selection;
 - 2.3.4 fails to execute the Agreement/Contract within the stipulated period; or
 - 2.3.5 Fails to furnish the required Performance Security within the prescribed time.
- 2.4 The Earnest Money Deposit may be forfeited, wholly or partly, in case of breach of contractual obligations, non-performance, loss/damage attributable to the Agency or other violations of the Contract.

3 PROCEDURE FOR SUBMISSION OF THE BID:

The vendors desirous of participating in the NIQ process shall have to submit their bids in two parts, viz., a) Technical Bid as per Proforma at Annexure -II and b) Financial Bid as per Proforma at Annexure- IV. Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

- a) Technical Bid - All the columns, in the proforma of Technical Bid (Annexure-II) should be duly filled and supporting documents must be enclosed with this Bid. Incomplete Bid shall not be considered and will be summarily rejected.
- b) Financial Bid- the financial bid format is provided along with this NIQ document. All columns of the proforma should be correctly and clearly filled. The vendors will have to quote for all items included in Annexure- 'TV'

In case if the same is found to be tempered/modified in any manner, NIQ will be completely rejected and EMD would be forfeited. GNLU reserves the right to accept or reject any bid or cancel NIQ proceedings without assigning any reason whatsoever. Incomplete quotations are liable to be rejected. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.

Conditional NIQs, on whatsoever ground, shall not be accepted and shall be summarily rejected.

Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the NIQ; or any other endeavor to secure any interest or any influence by the bidder by any means for acceptance of a particular NIQ will render the bidder liable to be excluded from consideration.

The Bids must be submitted on or before the due date. Bids submitted after the due date & time will be rejected.

4 BID EVALUATION CRITERIA:

- 4.1 In the first instance the Technical Bids shall be opened by the authorized representatives of GNLU in the presence of representatives of bidders, if available.
- 4.2 The date and time for opening of the Technical Bids is given on the fourth page of this document (Important Scheduled Dates).
- 4.3 The Bidders may depute their representatives for the Technical Bid opening event.
- 4.4 The Technical Bids will then be evaluated by GNLU, internally.
- 4.5 Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/University Website.

- 4.6 If any vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 4.7 L1 shall be evaluated on basis of rated lowest quoted which includes a total amount inclusive of taxes as mentioned in the financial Bid Format.

The decision of the Competent Authority, GNLU shall be final and binding.

SECTION- B:

1. ACCEPTANCE OF TERMS & CONDITIONS:

- 1.1 The contract will be for period of two year from the date of award and may be extended further one more years on yearly basis based on the performance and satisfaction of the University.
- 1.2 Bid document should be submitted within the last date and time specified in the NIQ document.
- 1.3 The quoted price, item-wise, shall be submitted in the Price Format at Annexure 'IV', forming part of the NIQ.
- 1.4 The NIQ shall remain open for acceptance for a period of **sixty (60)** days from the date of opening the bids. In case of withdrawal of NIQ within this period, the EMD remitted by the bidder will be forfeited.
- 1.5 The bidders are required to indicate their GST/PAN Number in their offer.
- 1.6 Any clarification required may be obtained from the University before submission of the NIQ.
- 1.7 GNLU reserves the right to cancel the NIQ at any time without assigning any reason before issue of the sale order. Bidders are not entitled to claim any damage or compensation in case of such cancellation.
- 1.8 The rate quoted by the bidder shall be final and no change in the same shall be allowed.
- 1.9 Financial bids of only those bidders who are technically qualified shall be evaluated.
- 1.10 Bidders are accordingly requested to quote your lowest rates for Laundry Services. The proposal should be uploaded in two parts viz. "Technical Bid" and "Commercial Bid" in the Proforma enclosed at Annexure-II and Annexure-IV, respectively.
- 1.11 The award of contract will be subject to acceptance of the terms and conditions stated in this NIQ.
- 1.12 Corrigendum / addendum, if any, shall be issued as part of the NIQ documents and shall be published on the GNLU website (www.gnlu.ac.in).
- 1.13 GNLU reserves the right to accept/reject any/all NIQ (s) without assigning any reason whatsoever.
- 1.14 In case of 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 Director, Gujarat National Law University 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 Gandhinagar jurisdiction only.

SECTION- C:

1. SCOPE OF WORK/SERVICES

1. Scope of Work/ Services:

The selected agency/service provider shall undertake the following activities:

1.1. General Requirements:

1.1.1 The University intends to enter into an **Annual Rate Contract (ARC)** with a reputed and experienced laundry service provider for undertaking washing, cleaning, drying, ironing, folding, packaging and delivery of various linen, garments and other washable items belonging to the University Guest House, as and when required.

1.1.2 The laundry work shall be carried out **at the Contractor's own laundry premises/outside the University premises**, using appropriate commercial laundry equipment, detergents, chemicals and other consumables at the Contractor's own cost.

1.1.3 The Contractor shall collect the soiled items from the designated location of the University and deliver the cleaned, properly dried, ironed and folded items back to the designated location within the stipulated time.

1.2. Nature of Laundry Services:

The services may include, but shall not be limited to, the following:

1.2.1 Collection of soiled linen, garments and other washable articles from the designated collection point of the University.

1.2.2 Proper counting, segregation and identification of items before taking them outside the University premises.

1.2.3 Transportation of soiled items from the University premises to the Contractor's laundry premises.

1.2.4 Sorting of articles according to type, colour, fabric and washing requirements.

1.2.5 Washing/cleaning of linen and garments using suitable commercial washing processes.

1.2.6 Use of appropriate quality detergents, washing agents, stain removers, disinfectants, fabric conditioners and other necessary consumables.

- 1.2.7 Removal of stains, dirt, odour and other impurities to the extent reasonably possible without damaging the fabric.
- 1.2.8 Drying of washed articles through appropriate drying methods.
- 1.2.9 Ironing/pressing of the articles wherever applicable.
- 1.2.10 Folding and proper packing of cleaned articles.
- 1.2.11 Transportation and delivery of cleaned articles to the University premises.
- 1.2.12 Maintaining proper records of articles received, processed, delivered and returned.
- 1.2.13 Immediate reporting of any damaged, torn, stained or otherwise defective article noticed at the time of receipt.
- 1.2.14 Rewashing or rectification of articles where the cleaning/washing quality is not satisfactory.
- 1.2.15 Normal laundry shall be collected and returned within 48 hours, unless otherwise specified. However, the University may prescribe a different turnaround time for particular items or urgent requirements. In case of any delay, the University may impose an appropriate penalty as prescribed under the Contract.
- 1.2.16 The Agency shall not assign, transfer or subcontract the Contract or any substantial part thereof to another agency/person without prior written approval of the University.

1.3. Items Covered Under the Contract:

The Laundry services may cover, the items as mentioned in **Annexure- I** of this document. The actual quantity and type of articles shall depend upon the University's requirement and no minimum quantity of work shall be guaranteed under the ARC.

1.4. Collection of Items:

- 1.4.1 The Agency shall collect soiled laundry from the designated collection point at the University Guest House.
- 1.4.2 Collection shall be made as per the schedule prescribed by the University/Guest House In-charge.
- 1.4.3 The Agency shall ensure that the quantity and category of items collected are properly counted and recorded at the time of collection.
- 1.4.4 A Laundry Collection/Issue Register or equivalent record shall be maintained for every collection.

1.5. Transportation:

- 1.5.1 The Agency shall be responsible for safe transportation of the soiled laundry from the University Guest House to its laundry premises.
- 1.5.2 Transportation shall be carried out at the Agency's own cost and risk.

1.5.3 Clean laundry shall be transported separately from soiled laundry to prevent contamination.

1.5.4 The Agency shall ensure hygienic handling and transportation of all articles.

1.6. Washing and Cleaning:

The Agency shall undertake washing/cleaning of laundry using appropriate commercial-grade equipment and suitable detergents/cleaning agents.

The service shall include Sorting of articles; Pre-treatment of stains wherever possible; Washing; Rinsing; Disinfection/sanitisation wherever appropriate; Drying; Ironing/pressing; Folding; Proper packing; and Delivery to the University Guest House.

1.7. Ironing and Finishing:

All applicable clothes and linen shall be properly ironed/pressed and folded before delivery.

The Agency shall ensure that, there are no visible stains or dirt; Articles are properly dried; there is no excessive use of starch or chemicals unless specifically required; Articles are not damaged due to excessive heat, chemicals or improper handling; and finished laundry is presentable and suitable for use in the University Guest House.

1.8. Delivery:

1.8.1 Clean laundry shall be delivered to the University Guest House within the prescribed turnaround time.

1.8.2 The Agency shall ensure timely delivery by the appointed personnel, particularly where laundry is required for immediate Guest House operations.

1.8.3 In normal circumstances, cleaned laundry shall be returned within 48 hours from the time of collection.

1.8.4 In case of urgent requirements, the Agency shall make reasonable efforts to provide the service within the shorter period specified by the University, subject to operational feasibility.

1.8.5 The Agency shall ensure that its personnel do not misuse, photograph, remove or disclose any University property or information.

1.8.6 The University may require verification of the identity/background of personnel deployed for collection and delivery of laundry.

1.9. Estimated Quantity:

- 1.9.1 The quantities indicated by the University, if any, are only indicative/estimated quantities and shall not constitute a commitment to procure any minimum quantity.
- 1.9.2 Actual laundry requirements shall depend upon the occupancy and operational requirements of the University Guest House.
- 1.9.3 Payment shall be made only for the actual quantity of laundry services satisfactorily rendered and certified by the authorised University official.

1.10. Billing and Payment:

- 1.10.1 The Agency shall submit its bill on a monthly basis.
- 1.10.2 The bill shall clearly indicate, Date of service; Item-wise quantity; Item-wise rate; Applicable GST; Total amount payable; and Supporting collection/delivery records.
- 1.10.3 Payment shall be made after verification and certification of the services by the authorised University official.
- 1.10.4 Payment shall be made through the University's prescribed payment procedure, subject to availability of necessary documents and statutory compliance.
- 1.10.5 The payment shall be made through Demand Draft, RTGS, NEFT, or any other mode approved by the University.
- 1.10.6 The Transportation Charges shall be borne by the selected Agency only.
- 1.10.7 No payment shall be made for articles not actually processed or for services not satisfactorily rendered.
- 1.10.8 In case of any damages on the delivered item found, the University may impose an appropriate penalty as prescribed under the Contract.
- 1.10.9 If any linen is missed by the successful bidder, the linen cost/amount will be recovered from the billing amount.

1.11. Responsibilities of the Service Provider:

The selected Agency shall:

- 1.11.1 Maintain adequate infrastructure, machinery, manpower and transportation facilities for providing uninterrupted laundry services.
- 1.11.2 Have a suitable laundry facility capable of handling the volume of work assigned by the University.
- 1.11.3 Use good-quality detergents, cleaning agents and other consumables appropriate for the respective fabrics.
- 1.11.4 Take all reasonable precautions to prevent damage, shrinkage, discoloration, tearing, fading or loss of articles.
- 1.11.5 Maintain proper records of all articles received and delivered.
- 1.11.6 Ensure that the quantity delivered corresponds with the quantity collected.

- 1.11.7 Ensure timely collection and delivery.
- 1.11.8 Maintain hygiene and cleanliness at its laundry premises.
- 1.11.9 Comply with all applicable statutory requirements, labour laws, tax laws and local regulations.
- 1.11.10 Bear all expenses relating to transportation, labour, machinery, electricity, water, detergents, chemicals, packaging and other operational expenses.
- 1.11.11 Nominate a responsible person who shall coordinate with the University/Guest House In-charge.

1.12. Responsibility for Loss and Damage:

- 1.12.1 The Agency shall be responsible for the safe custody of all articles entrusted to it from the time of collection until their delivery back to the University.
- 1.12.2 In case of loss of any article, the Agency shall compensate the University for the Loss at the value determined by the University based on the prevailing/replacement cost of the article.
- 1.12.3 In case of damage, burning, tearing, excessive shrinkage, permanent staining, discoloration or any other damage attributable to the Agency, the Agency shall be liable to compensate the University.
- 1.12.4 The University shall have the right to recover such amount from the pending bills/security deposit of the Agency.

SECTION- D:

STATUTORY REQUIREMENT AND COMPLIANCE

The Agency/Service Provider engaged for providing laundry services under the Annual Rate Contract shall comply with all applicable statutory provisions, laws, rules, regulations, notifications, orders and guidelines issued by the Central Government, Government of Gujarat, local authorities and other competent authorities, as amended from time to time.

The following statutory and regulatory requirements shall, wherever applicable, be complied with by the Agency:

- 1 **Registration and Legal Compliance:** The Agency shall possess all registrations, licences, permissions and approvals required under applicable laws for carrying out laundry, washing, dry-cleaning, ironing, transportation and allied services.
- 2 **GST Registration and Compliance:** The Agency shall have a valid Goods and Services Tax (GST) registration, wherever applicable, and shall comply with all provisions relating to invoicing, collection and deposit of GST. GST shall be charged separately in the invoice only as applicable under law.

- 3 **Income Tax Compliance:** The Agency shall comply with applicable provisions of the Income-tax Act, 1961, including requirements relating to Permanent Account Number (PAN), filing of returns and deduction of tax at source (TDS), as applicable.
- 4 **Labour Laws and Employment Compliance:** Where the Agency employs workers/personnel for execution of the work, it shall comply with all applicable labour and employment laws, including provisions relating to wages, working conditions, working hours, social security, welfare and occupational safety.
- 5 **Minimum Wages:** The Agency shall ensure payment of wages to its employees/workers at rates not less than the applicable minimum wages prescribed by the competent Government authority from time to time.
- 6 **Employees' Provident Fund (EPF) and Employees' State Insurance (ESI):** Wherever applicable, the Agency shall comply with the provisions relating to EPF, ESI and other statutory social-security benefits applicable to its employees/workers and shall be solely responsible for timely payment and maintenance of the prescribed records.
- 7 **Contract Labour Compliance:** Where applicable, the Agency shall comply with the provisions of the applicable law relating to engagement of contract labour, including registration/licensing requirements, maintenance of records and payment of statutory benefits.
- 8 **Occupational Health and Safety:** The Agency shall ensure safe working conditions for its personnel and shall provide appropriate protective equipment, safety measures and training wherever required, particularly while handling detergents, chemicals, bleaching agents, solvents and other laundry-related substances.
- 9 **Environmental Compliance:** The Agency shall comply with applicable environmental laws and local regulations concerning the use, storage and disposal of detergents, chemicals, wastewater, packaging material and other waste generated during the execution of laundry services.
- 10 **Water, Electricity and Local Authority Requirements:** Where the laundry services are undertaken at premises outside the University, the Agency shall be responsible for obtaining and maintaining all permissions, registrations and statutory approvals required for operating its laundry establishment, including those relating to water usage, electricity, municipal/local authority permissions and other applicable requirements.
- 11 **Fire and Premises Safety:** The Agency shall ensure that its laundry premises, machinery, electrical installations and storage areas comply with applicable fire-safety, electrical-safety and other premises-safety requirements.
- 12 **Transportation and Handling of Linen:** The Agency shall ensure hygienic, secure and appropriate transportation of the University's linen between the

University Guest House and the Agency's laundry premises. Clean linen shall be suitably packed/protected to prevent contamination, moisture, dust, odour or damage during transportation and storage.

- 13 **Hygiene and Sanitation:** The Agency shall maintain proper standards of hygiene and sanitation at its laundry premises and shall take adequate measures to prevent cross-contamination between soiled and cleaned linen.
- 14 **Verification of Statutory Documents:** The University reserves the right to call upon the Agency to produce copies of registrations, licences, certificates, challans, returns, wage records, EPF/ESI records, GST documents, insurance policies and other statutory documents for verification at any time during the currency of the Contract.
- 15 **Responsibility for Statutory Dues and Liabilities:** The Agency shall be solely responsible for payment of all statutory dues, taxes, duties, cess, contributions, wages and other liabilities arising out of the operation of its establishment and employment of its personnel. The University shall not be liable for any such statutory or employment-related liability of the Agency.
- 16 **Indemnification of the University:** The Agency shall indemnify and keep indemnified the University against any claim, demand, liability, penalty, fine, loss or legal proceedings arising out of non-compliance with applicable statutory provisions, labour laws, tax laws, environmental requirements or other legal obligations attributable to the Agency.
- 17 **No Employer–Employee Relationship:** Personnel engaged by the Agency for providing the services shall remain employees/workers of the Agency. Nothing contained in the Contract shall create any employer–employee relationship between such personnel and the University.
- 18 **Compliance with Changes in Law:** The Agency shall comply with any amendment, modification, replacement or new statutory requirement coming into force during the period of the Annual Rate Contract, without any additional liability upon the University unless otherwise specifically approved in writing.
- 19 **Cancellation/Suspension for Non-Compliance:** Failure to comply with applicable statutory requirements may result in withholding of payment, rejection of services, imposition of penalties, suspension of work, termination of the Contract and/or any other action permissible under the terms of the Contract and applicable law.
- 20 **Declaration by the Agency:** The successful Agency shall submit a declaration confirming that it shall comply with all applicable statutory requirements throughout the Contract period and shall bear full responsibility for any consequence arising from non-compliance.
- 21 **Inspection and Monitoring:** The University or its authorised representative shall have the right to inspect the quality of laundry services and records

- maintained by the Agency. The Agency shall cooperate with the University in resolving complaints relating to quality, delay, shortage or damage.
- 22 Termination of Contract:** The University reserves the right to terminate the Contract by giving appropriate notice if:
- 21.1 The Agency repeatedly fails to provide satisfactory services;
 - 21.2 The Agency commits a material breach of the Contract;
 - 21.3 The Agency fails to maintain required standards of hygiene or quality;
 - 21.4 The Agency becomes insolvent or ceases business operations;
 - 21.5 The Agency engages in fraudulent or unethical practices; or
 - 21.6 Continuation of the Contract is not considered to be in the University's interest.
 - 21.7 In cases involving serious misconduct, fraud, loss or other material breach, the University may take immediate action in accordance with the terms of the Contract.
- 23 Force Majeure:** Neither party shall be liable for failure to perform its obligations due to circumstances beyond its reasonable control, such as natural disasters, war, riots, governmental restrictions, epidemics or other events recognised as force majeure. The affected party shall promptly notify the other party regarding the occurrence and expected duration of such circumstances.
- 24 Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned in NIQ, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by GNLU, Gandhinagar. In that event, the EMD shall also stands forfeited.
- 25 Legal Jurisdiction:** The agreement shall be deemed to have been concluded in Gandhinagar, Gujarat and all obligations hereunder shall be deemed to be located at Gandhinagar, Gujarat and Court within Gandhinagar, will have Jurisdiction to the exclusion of other courts.
- 26 Dispute Resolution:** All the disputes of any kind in connection with contract shall be referred to the University Administration for settlement. For legal remedies, jurisdiction of District Courts Gandhinagar shall apply.
- 27 Applicable Laws:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- 28 Labour Laws:** Existing labour laws in Gandhinagar District shall apply. All laws related to Labour, PF, ESI, medical insurance etc. shall be adhered to by contractor. No child Labour shall be employed by the contractor. However, contractor shall not be absolved from the responsibility of maintaining site insurance in toto.

ANNEXURE-I
Technical Specification

Sr no	Item	Unit
1.	Coat	1 Nos.
2.	Coat + Pant	1 Nos.
3.	Woolen Coat	1 Nos.
4.	Jacket	1 Nos.
5.	Pant + Shirt	1 Nos.
6.	Shirt	1 Nos.
7.	Pant	1 Nos.
8.	Pant (Jeans)	1 Nos.
9.	T-Shirt + Jeans	1 Nos.
10.	Saree	1 Nos.
11.	Salwar Kurta	1 Nos.
12.	Salwar	1 Nos.
13.	Kurta	1 Nos.
14.	Bed-sheet (Single) + Pillow cover	1 Nos.
15.	Bed-Sheet (Single + Pillow cover (Double Bed)	1 Nos.
16.	Towel (Small)	1 Nos.
17.	Towel (full size)	1 Nos.
18.	Curtains (upto 5 fit)	1 Nos.
19.	Curtains (above 5 fit)	1 Nos.
20.	Blanket (single	1 Nos.
21.	Blanket (Double)	1 Nos.
22.	Doormat	1 Nos.

ANNEXURE- II

Technical Bid

(In Separate sealed cover-I super scribed "Technical Bid")

1.	Name of the Firm	
2.	Address	
3.	State clearly whether it is sole proprietor or Partnership firm or a company	
4.	GST Regn. No.	
5.	TIN No.	
6.	Details of existing shops (if any) including their Registration Certificate	
7.	PAN No	
8.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees ...)	
9.	List of document (GST, PAN, Aadhar card, Registration Certificate) (copy must be enclosed)	
10.	Experience Certificate/ Documents	
11.	Name of the Authorized Signatory	
12.	Contact No. and Email ID	
13.	Bank account details including Name of the Bank, Branch Address, Account No., IFSC Code and other details	
14.	Whether each page of NIQ and its annexure have been signed and stamped	
15.	Acceptance of Terms and Conditions (Yes or No)	

I have read the terms and conditions and fully agree to comply.

Name and Signature

Seal of the Firm

ANNEXURE- III
UNDERTAKINGS/DECLARATION
(To be given on Company Letter Head)

To,

.....
.....

Sub: Undertaking/declaration & Acceptance of Terms & Conditions of NIQ.

Name of NIQ /Work:-

.....
.....

Dear Sir,

1. I/have obtained the NIQ document(s) for the above mentioned NIQ /Work' from your..... as per notice.
2. I hereby certify that I have read the entire terms & conditions of the NIQ documents which form the part of the contract agreement and I shall abide hereby by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your office shall also been taken into consideration.
4. I hereby unconditionally accept the NIQ conditions of the above mentioned NIQ documents(s).
5. I hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I hereby declare that the contract, if selected, is liable to be terminated if services is not found to be satisfactory at any point of time of contract.
7. I certify that all information furnished by me/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, your office/organization shall reject the bid or terminate the contract without giving any reason/notice therefore.

Yours Faithfully,

(Signature of Bidder)

Name of bidder

ANNEXURE- IV
Financial/Commercial Bid
Annual Rate Contract for providing Laundry Services for Guest House at
Gujarat National Law University, Gandhinagar

Note: - (Bidder must submit Financial Bid in separate envelope and clearly mention Financial Bid in Bold letters in the top of the envelope and strictly as per the format given above only)

Sr no	Item	Unit	Rate inclusive of GST (INR)			
			Washing	Washing & Ironing	Ironing	Dry Cleaning
1.	Coat	1 Nos.				
2.	Coat + Pant	1 Nos.				
3.	Woolen Coat	1 Nos.				
4.	Jacket	1 Nos.				
5.	Pant + Shirt	1 Nos.				
6.	Shirt	1 Nos.				
7.	Pant	1 Nos.				
8.	Pant (Jeans)	1 Nos.				
9.	T-Shirt + Jeans	1 Nos.				
10.	Saree	1 Nos.				
11.	Salwar Kurta	1 Nos.				
12.	Salwar	1 Nos.				
13.	Kurta	1 Nos.				
14.	Bed-sheet (Single) + Pillow cover	1 Nos.				
15.	Bed-Sheet (Single + Pillow cover (Double Bed)	1 Nos.				
16.	Towel (Small)	1 Nos.				
17.	Towel (full size)	1 Nos.				
18.	Curtains (upto 5 fit)	1 Nos.				
19.	Curtains (above 5 fit)	1 Nos.				
20.	Blanket (single	1 Nos.				
21.	Blanket (Double)	1 Nos.				
Grand Total (incl GST)						

(Rs in Words.)

- 1) L1 will be decided on cost competitive basis.
- 2) We have gone through the terms & conditions as stipulated in the NIQ enquiry document and confirm to accept and abide the same.
- 3) No other charges would be payable by the University.
- 4) Initials of the bidder must attest to all erasures and alterations made while filling the Quotation. Overwriting of figures is not permitted.

You are requested to quote your best offer along with the complete details of specification, terms & conditions.

Place of Work: Gujarat National Law University,
Attalika Avenue, Knowledge Corridor, Koba,
Koba (Sub P. O.), Gandhinagar-382426, Gujarat, INDIA

To,
Registrar,
Gujarat National Law University
Attalika Avenue, Knowledge Corridor,
Koba, Koba (Sub P. O.), Gandhinagar-382426, Gujarat, INDIA

ANNEXURE- V

The following self-certified essential documents (as applicable) to be submitted accompanied with the details of the Bidder:

1. GST/ CST / VAT / TIN No.
2. Income tax Permanent Account No
3. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if applicable
4. Bank Details.
5. Relevant ISO/ISI certificate.
6. The bidder should be a registered firm / Company.
7. The Bidder should have a valid PAN and should attach a copy of the same.
8. The Bidder should submit an undertaking that he/she or his/her firm has not been blacklisted by any Govt. Department / Organization as on date of submission of the Bid.
9. The Agency shall provide the name and contact details of the person during their deployment of the works.
10. Need to attach the previous work/purchase orders and satisfactory reports related to categorized work stated.