



Gujarat National Law University

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

NIQ Notice No.: PC- 14/2026

Notice Inviting Quotations
For
Annual Rate Contract for
Supply of Housekeeping Material/Items at
Gujarat National Law University, Gandhinagar



Gujarat National Law University

Gujarat National Law University
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NIQ Notice No.: PC- 14/2026

NOTIFICATION:

Notice Inviting Quotations for Annual Rate Contract for Supply of Housekeeping Material/Items at GNLU, Gandhinagar.

Gujarat National Law University (GNLU) Gandhinagar is inviting Notice Inviting Quotations for Annual Rate Contract for Supply of Housekeeping Material/Items 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 Supply of Housekeeping Material/Items at GNLU** and **"Financial Bid" for Annual Rate Contract for Supply of Housekeeping Material/Items at GNLU** respectively. Both sealed envelopes should be placed in a main/bigger envelope super-scribed as "Notice Inviting Quotations for Annual Rate Contract for Supply of Housekeeping Material/Items at GNLU, Gandhinagar" Notice Inviting Quotations Notice No.: PC- 14/2026

An Undertakings/Declaration as per prescribed format – Annexure –III should be kept inside the Technical Bid Envelope along with **EMD of Rs. 20,000/-** 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 17:00 hrs by **18 November 2026**. NIQ will be opened on **19 November 2026** at 10:30 hrs. at GNLU Gandhinagar, in the presence of the bidder(s) or their authorised representative(s).

NIQ 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 NIQs 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 Supply of Housekeeping Material/Items at GNLU, Gandhinagar”. 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 document submission Start Date	28/10/2026
NIQ Document floated on	www.gnlu.ac.in under Tender Tab
NIQ Document End Date	18/11/2026
Date of Opening of Technical Bid	19/11/2026

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 Supply of Housekeeping Material/Items at GNLU.
 - b. "Financial Bid" for Supply of Housekeeping Material/Items at GNLU.
4. Both sealed envelopes should be placed in a main/bigger envelope super-scribed as "Notice Inviting Quotations for Annual Rate Contract for Supply of Housekeeping Material/Items at GNLU" NIQ Notice No.: PC- 14/2026
5. The bid envelope must contains a signed copy of the NIQ documents along with attached Forms and Annexures. Bidder should sign all the pages of the NIQ.
6. Future communication with Bidder will take place through his/her official email id/mobile no. /address only.
7. Empanelment/Contract will be valid for one year's only, which can be further extended by two more year based on satisfactory performance.
8. Bidders are bounded by the terms and conditions as mentioned in this NIQs document.
9. The bidders selected for empanelment will be required to deposit Rs. 20,000/- (Rupees Twenty 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.
10. 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.
11. The empaneled bidder shall carry out only the specified/ approved activities in the campus. If the Firm/ Agency/Company/Proprietor indulge 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.

12. 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.
13. Any other condition found necessary by GNLU, Gandhinagar management shall be included after discussion in the agreement.
14. The NIQ does not constitute a solicitation. GNLU, Gandhinagar reserves the right to change or cancel the requirements at any time during the process.
15. 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.
16. **Documents comprising Technical Bid.**
 - a. Annexure I (Technical Bid) duly filled as per format given.
 - b. Form C and Annexure- III (certificate) duly filled and signed by the tenderer.
 - c. Each page of NIQ document duly signed & stamped.
 - d. Demand Draft of NIQ fee of Rs. 1180/- Including GST & Earnest Money Deposit (EMD) for **Rs 20,000/-**.
 - e. Copy of PAN card.
 - f. Name and designation of Contact person who will deal with the project.
 - g. Copy of GST Registration Certificate.
 - h. Copy of Power of Attorney, if applicable.
 - i. The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the Institute.
 - j. Furnish information about similar works.

SECTION- A:

1. BIDDER'S MINIMUM ELIGIBILITY CRITERIA AND INSTRUCTIONS:

- 1.1 The bidder must be a proprietor, partnership firm, or company holding a valid GST registration certificate. The registered business address of the bidder as per the GST certificate must be located in Ahmedabad and Gandhinagar, Gujarat.
- 1.2 The bidder must have an average annual turnover of at least 20 lakhs during the last three financial years: FY 2023-24, 2024-25 and 2025-26, certified by a Chartered Accountant with a valid UDIN number.
- 1.3 Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration), Copy of PAN and GST Registration No.
- 1.4 Name of the bidder (As per Registration Certificate), Correspondence address, telephone number and /E- mail id of the bidder shall be filled in Form- A and Annexure- I.
- 1.5 The bidder should be in a business for a minimum period of five years from the date of publication of this tender.
- 1.6 The bidder should have at least 02 years of experience (from the date of publication of this tender) of providing services to premier educational Institute/ Government funded organizations with annual supply of not less than Rs. 10,00,000 inclusive of GST to each of the institution/organization/institution.
- 1.7 The bidder should have successfully completed at least two contracts of minimum one-year duration in supplying of Housekeeping Materials in the last three years to be reckoned from the date of opening of bids. To this effect bidder should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number, type and quality of services), such as (i) satisfactory completion/performance report (OR) (ii) proof of release of Performance Security/Guarantee after completion of the contract (OR) (iii) Proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
- 1.8 The bidder should have a currently active establishment and Warehouse/Godown within **50 kms from GNLU Gandhinagar**, Gujarat.
- 1.9 Financial Solvency Certificate - The bidder should have a solvency of Rs. 5 lakh (Rupees Five Lakh only). A certificate to this effect is to be enclosed from the banker.
- 1.10 The bidder should have a valid PAN, Goods, and Service Tax (GST) registration number (should submit a copy).

- 1.11 The Shop/Office/Godown of the bidder should have minimum of five employees on the date of publication of the tender.
- 1.12 The bidder should sign and submit the declaration for Tender Acceptance Letter as per **Annexure-III**.
- 1.13 List of clients along with name & contact number of representatives and copy of the certificate of appreciation, if any.
- 1.14 Documents comprising the financial bid. Financial Bid be given as per the format at **Annexure-II**. Rates must be quoted as per format specified, failing which NIQ shall be summarily rejected.
- 1.15 Offered price must include all kinds' items costs, delivery and including Tax etc.
- 1.16 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- 1.17 All relevant information asked for in the NIQ shall be provided in the given formats.
- 1.18 NIQ duly completed shall be submitted at Gujarat National Law University, Gandhinagar in a sealed envelope on or before the time indicated.
- 1.19 Technical and Commercial bids are to be submitted in separate envelopes superscribed as Technical Bid or Commercial Bid as the case may be.
- 1.20 Tenderers are required to furnish information about similar works handled, staff held and infrastructure etc in technical bid.
- 1.21 NIQ document to be accompanied by EMD for **Rs 20,000/-** in the form of Demand Draft in favor of Gujarat National Law University, Gandhinagar payable at Ahmedabad to be attached with the application.
- 1.22 Commercial bid to include BOQs with price schedule duly filled, signed and stamped on each page.
- 1.23 Tenderer to check that all amounts filled in BOQ are arithmetically correct.
- 1.24 All section wise total amounts shall be written in words also. Cutting/overwriting shall not be accepted.
- 1.25 **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 02 November 2026 to 05 November 2026 (**11AM to 04PM**)
- 1.26 Canvassing in connection with any quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
- 1.27 If the bidder/firm is manufacturer/authorized dealer/sole distributor of any item, the latest certificate to this effect should be signed and submitted along with technical offer.

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):

Bidder shall furnish, as part of its bid, an EMD of Rs. 20,000/- by Demand draft drawn in favour of Gujarat National Law University payable at Ahmedabad.

2.1 Payment of Rs. 1180/- Including GST towards non-refundable tender fee and Rs. 20,000 (Rupees Nineteen Thousand Only) towards refundable EMD. Details of the Earnest Money Deposit.

DD No:

Dated:

Drawn on Bank:

Amount (in ₹):

2.2 The details of payment must be provided at 'Form A' available with this document. In addition, a scanned copy of 'Form A' must be submitted through e-mail to procurement@gnlu.ac.in with a subject line –Tender Fees & EMD for **Tender No: PC- 14/2026 on or before 18/11/2026, 17:00 hrs.**

2.3 Valid NSIC and MSE Certificates will be accepted for relaxation of EMD and tender fee. Presently EMD/Tender Fee exemptions and price preference are applicable to only Micro and Small Industries. In view of the above, if the bidder will claim for EMD/Tender Fee exemptions, the bidder should meet all the criteria's for Micro and Small Industries. The bidder must have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the tender fee/EMD exemptions. The certificates of the bidder (NSIC/MSE) shall cover the items tendered to get EMD/Tender Fee exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender. This is not applicable for non NSIC unit.

2.4 The EMD of the successful bidder will be returned without any interest after execution of the rate contract. The earnest money of unsuccessful bidders will be returned to them without any interest within thirty (30) working days after awarding the offer. For further query regarding the EMD, bidder(s) are required to contact with Procurement Section through e-mail, procurement@gnlu.ac.in.

2.5 Any bid not accompanied with the EMD shall be rejected by the Purchaser as nonresponsive.

2.6 The EMD shall be liable to be forfeited if the bidder:

- 2.6.1 withdraws or modifies its bid during the validity period of the bi
- 2.6.2 provides false, forged or misleading information/documents;
- 2.6.3 refuses to accept the Letter of Award/Work Order after selection;
- 2.6.4 fails to execute the Agreement/Contract within the stipulated period; or
- 2.6.5 fails to furnish the required Performance Security within the prescribed time.

2.7 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 -I and b) Financial Bid as per Proforma at Annexure- II. 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-I) 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- 'II'

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 The bidders or their authorized official may also be present during the opening of the Technical offer, if they desire so, at their own expenses. The required technical specifications for the cited item(s) is mentioned in Annexure-I.
- 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 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.
- 4.4 If any vendor so desires, it may depute its representative for Commercial Bid opening event also.
- 4.5 L1 shall be evaluated on basis of rated lowest quoted which includes a total amount inclusive of taxes as mentioned in the Commercial Bid Format.
- 4.6 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 one year from the date of award and may be extended further two 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 'II', forming part of the NIQ.
- 1.4 The NIQ shall remain open for acceptance for a period of ninety (90) 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 rates 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 Supply of Housekeeping Material/Items. The proposal should be uploaded in two parts viz. "Technical Bid" and "Financial Bid" in the Proforma enclosed at Annexure-I and Annexure-II, 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.gnl.ac.in).
- 1.13 GNLU reserves the right to accept/reject any/all NIQ(s) without assigning any reason whatsoever.
- 1.14 **The rates for each item must be clearly handwritten.** Overwriting or corrections without proper attestation will render the quotation invalid.
- 1.15 Rates quoted at time of tender shall remain same for a period of one year, inflating of rates after allotment of tenders shall not be entertained.
- 1.16 Unit rates should be quoted in Indian Rupees for each item against each brand/make. Any applicable GST/taxes must be clearly mentioned; otherwise, prices will be deemed inclusive of all taxes.
- 1.17 GNLU, Gandhinagar shall be under no obligation to accept the lowest or any tender received.
- 1.18 Tenders not conforming to the specified product requirements and brands will be summarily rejected.
- 1.19 A Rate Contract will be executed with the selected vendor. Purchases will be made on an as and when required basis during the contract period, and the vendor must accept part supply orders.
- 1.20 In case of failure to deliver as per supply order within the stipulated time, GNLU, Gandhinagar reserves the right to procure from the open market. The excess cost incurred shall be recovered from the vendor's security deposit or pending bills.
- 1.21 Vendors must ensure they have the logistical capability to deliver Housekeeping Material/Items to the GNLU Gandhinagar campus premises at their own cost.
- 1.22 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 OTHER ASPECTS

1. Scope of Work:

- 1.1 The selected Agency/Vendor shall be responsible for the supply of various housekeeping materials, cleaning chemicals, consumables, cleaning tools, equipment and other allied items required for the day-to-day cleaning, sanitation and housekeeping activities of the University, as and when required during the contract period.
- 1.2 The List of Housekeeping Material/Items and cleaning machines as required under the housekeeping supplies are listed in ANNEXURE-II
- 1.3 All Housekeeping Material/Items supplied must be of reputed brand or equivalent, as approved by GNLU, Gandhinagar in terms of quality and quantity as per the tender specifications.
- 1.4 All materials supplied by the Agency/Vendor shall be of good quality and suitable for institutional use. The materials shall conform to the specifications, standards, grade, size, composition, concentration and other requirements prescribed by the University. Wherever applicable, the materials shall conform to the relevant BIS/Indian Standards or other applicable quality standards.
- 1.5 All items under each quoted category must be included in the financial bid. Partial quotes shall be treated as non-responsive, subject to any relaxation by the university. The quoted rates shall include all applicable costs relating to packing, transportation, loading, unloading, handling and other incidental expenses, as applicable.
- 1.6 All applicable taxes, duties, levies and statutory charges shall be dealt with in accordance with the applicable Laws and the terms and conditions of the NIQ. The Agency/Vendor shall be responsible for compliance with all applicable statutory requirements relating to the supply of the materials.
- 1.7 Delivery of Housekeeping Material/Items must be made within the days as specified in each supply order, depending upon the need of the item. Usually, 2 days' time shall be given for the supply of the Housekeeping Material/Items.

Delay will result in penalties and possible cancellation of the order, along with forfeiture of the security deposit.

- 1.8 The Agency/Vendor shall deliver the required materials at the designated location within the University premises within the stipulated time from the date of requisition/purchase order issued by the authorized official of the University. The Agency/Vendor shall make necessary arrangements to ensure timely and uninterrupted supply.
- 1.9 The Agency/Vendor shall not supply any expired, damaged, leaking, tampered, deteriorated or otherwise unusable material. Materials having insufficient shelf life may be rejected by the University.
- 1.10 All materials supplied shall be subject to inspection and verification by the authorized official(s) of the University. The University shall have the right to inspect the quality, quantity, specifications, brand, make, packaging and condition of the materials at the time of delivery or subsequently, wherever considered necessary.
- 1.11 Any material found to be defective, damaged, expired, substandard, and short in quantity or not conforming to the approved specifications, brand or quality shall be liable to rejection by the University.
- 1.12 In case of urgent requirements, the Agency/Vendor shall arrange and deliver the required materials within the timeframe specified by the University.
- 1.13 The Agency/Vendor shall maintain proper records of all supplies made to the University, including item-wise quantity, date of supply, delivery challan, invoice and other relevant details. Such records shall be produced before the University for Verification whenever required.
- 1.14 The overall objective of the contract shall be to ensure continuous availability of good-quality housekeeping materials for maintaining cleanliness, hygiene, sanitation and a safe environment throughout the University premises. The Agency/Vendor shall accordingly ensure efficient, timely and satisfactory execution of the scope of supply throughout the contract period.

2. Delivery:

- 2.1 All order(s) of the housekeeping items and cleaning equipment's will be placed through an official email by an authorized person of GNLU Gandhinagar. The supplier will supply the ordered material within two working days from the date of receipt of the order. However, any urgent requirements will be met by the supplier without claiming any additional charges.
- 2.2 The Agency/Vendor shall submit invoices only after successful delivery and acceptance of the materials by the University. The invoices shall be accompanied by the relevant delivery challans and other supporting documents as required by

the University. Payment shall be processed in accordance with the applicable terms and conditions of the contract.

2.3 All purchase orders will be issued via email from procurement@gnlu.ac.in to the vendor's registered email address.

2.4 Place of delivery shall be GNLU Gandhinagar – 382 426. No additional freight or any other charges would be payable towards transportation etc.

2.5 In case of emergency to use the alternate brand, the writing permission of the GNLU is required. In all cases, only the best quality material will be accepted.

3. Penalty:

3.1 If the bidders fails to deliver and place any or all the items or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

4. Payment:

4.1 All the invoices will be strictly submitted as per the rates quoted in Annexure-II and no additional charges/price shall be considered during the rate contract.

4.2 Payment shall be released within 45 working days on satisfactory receipt of the ordered item/good(s), submission of clear invoice(s) and supporting documents.

4.3 Advance payment will not be made under any circumstances.

4.4 The payment shall be made through Demand Draft, RTGS, NEFT, or any other mode approved by the University.

4.5 In case of any damages on the delivered item found, the University may impose an appropriate penalty as prescribed under the Contract.

5. Time Period:

5.1 The contract will be initially for a period of one year, which may be renewed on negotiated terms and conditions for two more year by GNLU Gandhinagar depending on requirement of the Institute and performance of the vendor.

6. Rates and Prices:

6.1 Bidders should quote unit price, GST rate and final price in the prescribed proforma as attached in Annexure-II. The quoted rates must be inclusive of all taxes. If the financial offer is not in the prescribed format, it will be rejected without assigning any reason thereof.

6.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation will be countersigned in full by the bidder with date. No erasing or over writings are permissible.

- 6.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted in any case.
- 6.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the items schedules.
- 6.5 Selected Firm/Agency should deliver the items at site at free of cost within a time period of 2 working days otherwise as specified.
- 6.6 The GNLU Gandhinagar will not be bound to accept the lowest quotation and “Rate Contract” can be placed on any other supplier whose samples/items are found superior or as per the requirements of GNLU Gandhinagar. The decision of the GNLU Gandhinagar shall be full and final in this regard.

7. Security Deposit:

- 7.1 The successful bidder(s) will submit a security deposit of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of a Demand Draft drawn in favour of “GNLU Gandhinagar” within 07 days from the date of award of the rate contract. The said security deposit will be refunded after three months from the date of satisfactory completion of the rate contract. No interest shall be payable on security deposit. The security deposit shall be forfeited in case the supplier/firm fails to abide by any of the terms and conditions of the rate contract.

8. Taxes:

- 8.1 The rates quoted in Annexure-II by the bidders shall be inclusive of all applicable taxes and nothing extra shall be paid.
- 8.2 Recoveries as per the University norms shall be made while making payment (if any) without prior intimation to the supplier.

9. Termination:

- 9.1 In case of continuous non-performance and inability to meet product requirements, GNLU Gandhinagar shall reserve the right to terminate the contract after giving 10 days’ notice in writing. In the event of discontinuation/withdrawal of the rate contract by the vendor, a prior notice of 60 days in writing must be given to GNLU Gandhinagar.

SECTION- D: STATUTORY REQUIREMENT AND COMPLIANCE

The Agency/Service Provider engaged for Supply of Housekeeping Material/Items 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 for Supply of Housekeeping Material/Items.
- 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 for Supply of Housekeeping Material/Items.
- 9 **Environmental Compliance:** The Agency shall comply with applicable environmental Laws and local regulations concerning the use, storage and disposal of Housekeeping Material/Items.
- 10 **Water, Electricity and Local Authority Requirements:** The Agency shall be responsible for obtaining and maintaining all permissions, registrations and statutory approvals required for operating its shop 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 establishment/ office premises, machinery, electrical installations and storage areas comply with applicable fire-safety, electrical-safety and other premises-safety requirements.
- 12 **E-Way Bill and Transportation Compliance:** Where applicable under GST Law, the supplier shall generate and furnish the required e-way bill for transportation of goods. The supplier/transporter shall carry the prescribed invoice/bill of supply/delivery challan and e-way bill/e-way bill number during transportation, as required under Law.
- 13 **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.
- 14 **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.
- 15 **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.
- 16 **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.

- 17 **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.
- 18 **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.
- 19 **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.
- 20 **Inspection and Monitoring:** The University or its authorised representative shall have the right to inspect the quality of Housekeeping Materials and records maintained by the Agency. The Agency shall cooperate with the University in resolving complaints relating to quality, delay, shortage or damage.
- 21 **Right to Withhold Payment/Terminate Contract:** In the event of material non-compliance with statutory requirements, GNLU may withhold payment to the extent permissible under Law, require rectification, reject the affected supply and/or terminate the contract in accordance with the applicable terms and conditions.
- 22 **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.
- 23 **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.
- 24 **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.

- 25 **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.
- 26 **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.
- 27 **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 Bid

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

1.	Name of the Bidder (As per Registration Certificate)	
2.	Address:	
3.	Legal status: (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration).	
4.	GST Registration. No.	
5.	TIN No.	
6.	Details of existing shops (if any) including their Registration Certificate	
7.	PAN No	
8.	Details of the Tender Fee Deposit (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees ...)	
9.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD No: Dated: Drawn on Bank: Amount: (Rupees ...)	
10.	The bidder must have an average annual turnover of at least 20 lakhs during the last three financial years: FY 2023-24, 2024-25 and 2025-26, certified by a Chartered Accountant with a valid UDIN number	
11.	List of document (GST, PAN, Aadhar card, Registration Certificate) (copy must be enclosed)	
12.	List of clients and the value of purchase orders. Were your company ever blacklisted by Central/State Governments/PSUs at any point of time or criminal proceedings/conviction? The certificate in respect to	

	the above shall be submitted in the prescribed format given in Form C.	
13.	The tender acceptance letter as per Annexure-III.	
14.	Experience Certificate/ Documents	
15.	Name of the Authorized Signatory	
16.	Contact No. and Email ID	
17.	Bank account details including Name of the Bank, Branch Address, Account No., IFSC Code and other details	
18.	Whether each page of NIQ and its annexure have been signed and stamped	
19.	Acceptance of Terms and Conditions (Yes or No)	

Note: The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the Institute.

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

Name and Signature

Seal of the Firm

FORM-A
PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Availability for demonstration of instruments at GNLU Gandhinagar: Yes / No
[Please ✓]
4. Details of the Tender Fee transferred: Yes/No [Please ✓] If yes,
 - a) DD No.: _____
 - b) Dated: _____
 - c) Drawn on Bank: _____
 - d) Amount in (₹) _____
5. Details of Earnest Money Deposit transferred: Yes / No [Please ✓] if Yes,
 - a) DD No.: _____
 - b) Dated: _____
 - c) Drawn on Bank: _____
 - d) Amount in (₹) _____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update GNLU Gandhinagar]
 - a) Full Name :
 - b) Complete Postal Address:
 - c) Telephone No.:
 - d) Fax No.:
 - e) Mobile No.:
 - f) E-mail:
 - g) Website Address:

FORM-B
**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/
UNSECCESFUL BIDDER**
RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1. Name of the Bidder
2. Permanent Account No (PAN)

Particulars of Bank Account

- a) Name of the Bank
 - b) Name of the Branch
 - c) Branch Code
 - d) Address
 - e) City Name
 - f) Telephone No
 - g) NEFT/IFSC Code
 - h) RTGS Code
 - i) 9 Digit MICR Code appearing on the cheque book
 - j) Type of Account
 - k) Account No.
3. Email id of the Bidder

Note: Please attach original cancelled cheque along with the RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form.

FORM-C
UNDERTAKING BY THE BIDDER

1. This is to certify that I on behalf of M/s.....before signing this tender have read and fully understood all the terms and conditions of this tender along with clarifications and undertake that M/s ... will abide by them unconditionally and to the satisfaction of GNLU Gandhinagar.
2. M/s.....have not been black-listed by Central/ State Governments/ PSUs at any point of time. There have been no criminal proceedings / conviction against the bidder at any point of time.
3. (i) I/We am/are not a relative/blood relation of any key managerial person of GNLU Gandhinagar
(ii) We are not a firm in which any key personnel of GNLU Gandhinagar or his/her relative is a partner;
(iii) I/We am/are not a partner in a firm in which any key managerial person of GNLU Gandhinagar or his/her relative is a partner.

Signature: _____

Name: _____

Business Address: _____

Place: _____

Date: _____

ANNEXURE- II

Subject: - Annual Rate Contract for Supply of Housekeeping Material/Items Financial Bid (Schedule of quantity and price)

Sl. No.	Name of the Items		Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
					%	(In Figures)
1.	Acid	Certified Brand	1 Ltr.			
2.	Black Phenyl	Certified Brand	1 Ltr.			
3.	Perfumed/ Herbal Phenyl	Certified Brand	1 Ltr.			
4.	Micro Power/Soap Oil (Multi-Purpose Cleaning Liquid)	Certified Brand	1 Ltr.			
5.	Scale Remover	Certified Brand	1 Ltr.			
6.	Floor Cleaner/ Citronella Oil/ Lemon Grass Oil (Perfumed, Tiles Shining Purpose)	Certified Brand	1 Ltr.			
7.	Toilet Cleaning Liquid	Harpic/Domex	1 Ltr.			
8.	Glass Cleaner Liquid	Colin/Windex	1 Ltr.			
9.	Room Freshener Liquid	Certified Brand	1 Ltr.			
10.	Hand Wash Bottle with liquid	Lifebuoy/Dettol	500 ML			
11.	Hand Wash Liquid	Lifebuoy/Dettol	1 Ltr.			
12.	Hand wash (1-liter)	Lifebuoy/Dettol	1 Nos.			
13.	Hand wash pump	Lifebuoy/Dettol	1 Nos.			
14.	Hand wash pink (5-liter)	Lifebuoy/Dettol	1 Nos.			
15.	Bleaching Powder	DCM/Vikram	1 Kg			
16.	Sink Block Cleaning Powder	Drainex/Harpic	1 Kg			
17.	Naphthalene Balls	Certified Brand	1 Kg.			
18.	Limestone Powder	Good Quality	1 Kg.			
19.	All Urinal Cubes	Sani Fresh/ Sunny	1 Kg.			
20.	Coconut Brooms (Floor Cleaning Brooms) — Size: 2.5–3 ft, Weight: 400 gms	Good Quality	1 Nos.			
21.	Soft Brooms (Floor Cleaning Brooms) — Size: 2.5–3 feet, Weight: 250–300 gms	Monkey/SSP/ Akuram/Tiger	1 Nos.			

Sl. No.	Name of the Items		Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
					%	(In Figures)
22.	Cobweb Stick Plastic - Brush Type (Size: 6.5 Feet), expandable up to 10 Feet	Certified Brand	1 Nos.			
23.	Cobweb Stick - Round Type (Size: 6.5 Feet), expandable up to 10 Feet	Certified Brand	1 Nos.			
24.	Cobweb Sticks Bamboo (10 Feet)	Good Quality	1 Nos.			
25.	Cobweb Sticks Bamboo (30 Feet)	Good Quality	1 Nos.			
26.	Rod Sweeping Sticks with brooms	Good Quality	1 Nos.			
27.	Dry Mop (Dust Control Mop) 67X14X5 (18")	Certified Brand	1 Nos.			
28.	Wet Mop with stick (300 gm stick)	Certified Brand	1 Nos.			
29.	Mop Sticks and Refills (only sticks)	Certified Brand	1 Nos.			
30.	Mop Refills more than 300 gm	Certified Brand	1 Nos.			
31.	Floor Wipers with Stick (5 Feet Aluminum Stick and 15 Inches Wipers)	Certified Brand	1 Nos.			
32.	Glass Cleaner Wipers, Expandable up to 4 to 5 feet	Gala/Scotchbrite	1 Nos.			
33.	Floor Cleaning Brushes (Plastic Handle cleaning Hard Push Broom Light Weight, size: 3.5-4 feet)	Certified Brand	1 Nos.			
34.	Plastic Toilet Brushes Double Side - Hokey Type (Size: 10.5X19X1.9 Inches)	HiC/Gala	1 Nos.			
35.	Plastic Toilet Brushes - Round Type (Size: 10.9X17X1.9 Inches)	HiC/Gala	1 Nos.			
36.	Dust Pans - Plastic	Certified Brand	1 Nos.			
37.	Buckets - 5 Ltrs Capacity	Chetan/Cello/Supreme	1 Nos.			
38.	Buckets - 2 Ltrs Capacity	Chetan/Cello/Supreme	1 Nos.			

Sl. No.	Name of the Items		Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
					%	(In Figures)
39.	Buckets - 10 Ltrs Capacity	Chetan/Cello/ Supreme	1 Nos.			
40.	Buckets - 16 Ltrs Capacity	Chetan/Cello/ Supreme	1 Nos.			
41.	Urinal Screen Mat fresh scented	Good Quality	1 Nos.			
42.	Garbage Bags (Small)	Certified Brand	1 Kg.			
43.	Garbage Bags (Medium)	Certified Brand	1 Kg.			
44.	Garbage Bags (Large)	Certified Brand	1 Kg.			
45.	Garbage Bags (Extra Large)	Certified Brand	1 Kg.			
46.	Garbage bag (29x39)	Certified Brand	50-Pkt.			
47.	Garbage bag (19x21)	Certified Brand	8-Pkt.			
48.	Room Air Freshener - Spray (Sandal, Rose, Jasmine, Lime, Lavender) 300 ml	Odonil/Godrej/ Air	1 Nos.			
49.	Bathroom Freshener - Pocket	Odonil/Godrej/ Air	1 Nos.			
50.	Agarbatti - 100 sticks pack (Sandal, Rose, Jasmine, Lime, Lavender)	Certified Brand	1 Nos.			
51.	Flying Insect Killer - Spray (625 ml)	Baygon/ Kala Hit	1 Nos.			
52.	Gum Shoes - Light Weight	Tiger/Paragon	1 Pair			
53.	Safety Protective Glasses - Transparent	Certified Brand	1 Nos.			
54.	Hand Gloves - Rubber Type (Bathroom Cleaning Use)	Sense Touch	1 Set			
55.	Hand Gloves – Disposal	Certified Brand	1 Pair			
56.	Hair Covers – Disposable	Certified Brand	1 Pair			
57.	Dusting Cloth (Size: 30X30 cm)	Certified Brand	1 Nos.			
58.	Mirror Cleaning Cloths (Size: 30X30 cm)	Certified Brand	1 Nos.			
59.	Green Scrubbers	Gala/Scotchbrite/ Exo	1 Nos.			

Sl. No.	Name of the Items		Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
					%	(In Figures)
60.	Steel Scrubbers (Stainless Steel)	Gala/Scotchbrite/Exo	1 Nos.			
61.	Sponges	Certified Brand	1 Nos.			
62.	Wall Bracket Brushes	Certified Brand	1 Nos.			
63.	Spray Bottles - 500 ml (Empty bottles)	Good Quality	1 Nos.			
64.	Soap Dispenser (Wall-mounted, 500 ml capacity)	Good Quality/Certified Brand	1 Nos.			
65.	Tissue Rolls (Standard Toilet Tissue Roll) (TP roll)	Premier/Origami/Good Quality	1 Nos.			
66.	Tissue Packets (Facial Tissues - 100 pulls)	Premier/Origami/Good Quality	1 Nos.			
67.	Tissue Box (Plastic/Board Box for Tissue Pulls)	Certified Brand	1 Nos.			
68.	Water Dispenser (Simple Plastic Dispenser - Manual, for 15–20 Litre Bottles)	Milton/Cello/Nayasa/Certified Brand	1 Nos.			
69.	Water Bottles (200 ML) - 24 pcs	Bisleri/Clear/Equivalent Brand	1 Nos.			
70.	Water Dispenser (Simple Plastic Dispenser - Manual, for 15–20 Litre Bottles)	Milton/Cello/Nayasa/Certified Brand	1 Nos.			
71.	R-1 taski	Certified Brand/Good Quality	1 Ltr.			
72.	R-2 taski	Certified Brand/Good Quality	1 Ltr.			
73.	R-3 taski	Certified Brand/Good Quality	1 Ltr.			
74.	R-4 taski	Certified Brand/Good Quality	1 Ltr.			
75.	R-5 taski	Certified Brand/Good Quality	1 Ltr.			
76.	R-6 taski	Certified Brand/Good Quality	1 Ltr.			
77.	D-7 taski	Certified Brand/Good Quality	1 Ltr.			
78.	Phenyl compound white	Certified Brand/Good Quality	1 Ltr.			
79.	Check duster	Certified Brand/Good Quality	1 Nos.			

Sl. No.	Name of the Items		Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
					%	(In Figures)
80.	Glass duster	Certified Brand/ Good Quality	1 Nos.			
81.	Floor duster	Certified Brand/ Good Quality	1 Nos.			
82.	Putty Knife Scraper	Certified Brand/ Good Quality	1 Nos.			
83.	Wheel powder	Certified Brand/ Good Quality	1 Pkt.			
84.	Dustpan	Certified Brand/ Good Quality	1 Nos.			
85.	Kitchen wiper (small)	Certified Brand/ Good Quality	1 Nos.			
86.	Face mask	Certified Brand/ Good Quality	1 Nos.			
87.	Choke pump	Certified Brand/ Good Quality	1 Nos.			
88.	Wooden stick	Certified Brand/ Good Quality	1 Nos.			
89.	Vim bar soap	Certified Brand/ Good Quality	1 Nos.			

TOTAL Amount: ₹ _____

NOTE: (To be read and acknowledged by the bidder)

1. All items under each respective category must be quoted in the financial bid.
2. Partially quoted categories shall be treated as invalid, and such bids will be considered unresponsive.
3. The total price shall be compared. The bidder quoting the lowest price (L1) will be awarded the rate contract for the respective category.
4. The unit rates quoted must be inclusive of GST and all other applicable Central/State Government taxes, along with transportation charges to GNLU, Gandhinagar.
5. No minimum purchase commitment will be made under the rate contract; bidders cannot raise claims on volume of orders.
6. The rates quoted shall remain valid for the entire agreement period starting from the date of signing of the agreement.
7. In the event of a tie, the contract will be awarded to the firm with the highest average annual turnover for the financial years 2023-24, 2024-25 and 2025-2026 and longest valid trade license period shall be declared successful.

Bidder's Name: _____ **Signature & Seal:** _____

Designation: _____ **Date & Time:** _____

ANNEXURE- III
TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Item/Equipment / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

2. As per your advertisement, given in the above mentioned website(s).
3. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
4. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organisations.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE- IV

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.
11. Last three financial years: FY 2023-24, 2024-25 and 2025-26 documents, certified by a Chartered Accountant with a valid UDIN number.