



# **National Forensic Sciences University**

**Police Bhavan Rd, Sector 9, Gandhinagar, Gujarat 382007**

RFQ No. PUR/Purchase-3/Misc./25-26

## **REQUEST FOR QUOTATION**

### **FOR**

### **Annual Contract for providing Laundry Services at NFSU Gandhinagar Campus**

NATIONAL FORENSICS SCIENCES UNIVERSITY

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Police Bhavan Rd, Sector 9, Gandhinagar, Gujarat 382007

## **SECTION-A**

### **GENERAL INSTRUCTIONS TO BIDDERS**

1. Quotations should be addressed to **The Campus Director, National Forensic Sciences University, Police Bhavan Road, Sector 9, Gandhinagar, Gujarat 382007.**
2. The copies of duly filled RFQ bid to be submitted through Registered/Speed Post/ courier/ By hand to the Campus Director, National Forensic Sciences University. The sealed envelope should be titled as **“Annual Contract for providing Laundry Services at NFSU Gandhinagar Campus”.**
3. The bids will be received up **to 03:00 PM on 12<sup>th</sup> September 2025.** No bid will be accepted after due date under any circumstances whatsoever.
4. The Sealed cover will be opened before the bidder or his authorized representative in his office the Campus Director on the same day at **04:00 PM.** In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.
5. Quotations shall remain valid for acceptance by the University for a period of Three months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
6. The bidder must use only the bid forms issued by the University to fill in the rates. Any addition/alteration in the text of the RFQ form made by the bidder shall not be valid and shall be treated as null and void.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted.
8. Each Page of the RFQ document should be signed by the authorized person or persons submitting the RFQ in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
9. The rates shall also be affirming and shall not be subject to exchange variations or any conditions whatsoever. Quotation must include in their rates, applicable GST and any other tax and stamp duty or other levy whether existing or future, levied by

the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty or levy whether existing or future, shall be entertained by the University.

- 10.** The intending bidder can obtain any clarifications regarding the RFQ document by emailing to Assistant Registrar( Purchase) email: [ar\\_pur\\_gnr@nfsu.ac.in](mailto:ar_pur_gnr@nfsu.ac.in) or by visiting Room No. 007, ITC Building, National Forensic Sciences University, Police Bhavan Rd, Sector 9, Gandhinagar, Gujarat 382007 on any University working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder

With the seal of their company

Date:

## **SECTION-B**

### **GENERAL TERMS AND CONDITIONS**

Upon the declaration of an intending vendor/bidder to be the Successful Bidder by the University, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work and as per the detailed instructions of the University.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Campus Director, National Forensic Sciences University, Police Bhavan Road, Sector 9, Gandhinagar, Gujarat 382007** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Campus Director, National Forensic Sciences University, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the University. The place of arbitration shall be Gandhinagar and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Gandhinagar. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the University.
4. **Contract Period:** The contract period shall be initially for a period of 1 year from the date of issuance of contract which will be further extended for next 2 years depending upon the performance of the bidder, if performance found satisfactory.
5. **Security Deposit:** The successful bidder shall be required to deposit an amount of Rs. 15000/- (Rupees Fifteen thousand) in form of PBG/SD in favour of the Campus Director, NFSU Gandhinagar within 10 days of receipt of the work/ contract order.
6. **Payment Terms:** The payment shall be released on monthly basis on actual usages against submission of invoice and other supporting documents after satisfactory report from the user.
7. **Penalty**
  - (i) Late pick / delivery- Rs. 100/- per hour after the time fixed for pick-up and delivery.
  - (ii) Failed pick up/ delivery- Rs. 1000/- per day

**(iii) Damage/ loss-** On actual basis as decided by the University authority

8. The Campus Director reserve the right to cancel the contract without assigning any reason.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

## **SECTION 'C'**

### **PRE-QUALIFICATION CRITERIA**

- **Pre-Qualification Documents to be submitted by Bidder along with Bid:**

1. The bidder should have been registered under Shops & Establishment Act.
2. The bidder should have experience in Laundry Service for at least 3 years. Relevant copies of the contract may be submitted along with the bid.
3. The bidder should have valid PAN, Goods and Service Tax (GST) registration number (should submit copy).
4. The bidder should have executed at least one order at any Govt. organization (preferably Educational Institution) for providing Laundry Services during the last three financial years. The bidder should submit a copy of work order/agreement/completion certificate in this regard.
5. List of clients along with name & contact number of representatives and copy of certificate of appreciation, if any.
6. Either the Registered Office or one of the Branch Offices of the bidder should be located in the district/municipal territory of **Ahmedabad/Gandhinagar**.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. All documentary proof must be duly stamped and signed by the authorized person of the agency/firm and shall be enclosed in a cover, to be submitted along with the bid

- **Information to be furnished by the bidder:**

<b>Sr. No.</b>	<b>Item</b>	<b>Information to be filled by Bidder</b>
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence:  Mobile Number:  E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm/ company was formed/ incorporated.	
6.	Type of organization (Sole Proprietor, Partnership, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of Partnership firm)	
8.	Bank Account Details	A/c No.  Bank  Name:  IFSC:

**SECTION- 'D'**  
**TECHNICAL BID**

• **SCOPE OF WORK:**

**Part A: - Scope of Work for the Contractor:**

1. The laundry services should be provided for the International Guest House (IGH), VIP Guest House and Hostel.
2. The soiled linen and uniform should be collected and washed in a hygienic way. The proper disinfectant shall be used during washing wherever required. The linen shall be collected by the bidder around 10AM and carried by the bidder in a closed container.
3. The cloth shall be ironed after washing and drying. The cloth shall be washed in a separate machine.
4. The delivery of the cloths shall be done within 24 hrs. from pick up (except rainy days).
5. There shall not be any compromises on the quality of services to be provided and standard hygiene conditions to be maintained during the process.
6. There shall be no extra charges for pick and delivery of the cloths.
7. The Laundry charges for students and guests, if the service is availed by them shall be paid by the respective person.
8. The laundry items issued and received shall be maintained in a register or as prescribed by the University.
9. The vendor has to collect the linens by visiting the University as per the requirement. Preferably, the work cycle would be 3 times in week.
10. The linen taken for washing should be submitted back to the University well in time in cleaned condition and with ironing.
11. If the cleaning is not found satisfactorily, the vendor has to rectify the same without any additional cost.
12. The payment will be paid on monthly basis and on actual usages.
13. Vendor must complete delivery on time.
14. The vendor will be responsible for high quality cleaning.
15. If in case any of linen is missed by vendor, the amount equivalent to the price of that linen will be recovered from billing amount.

**Financial Bid**

**Evaluation Criteria**

1. L1 bidder will be decided on the cumulative cost of all items mentioned in Section E and subject to meeting the evaluation criteria.

Date:

Signature of Bidder with seal



**SECTION-‘E’ FINANCIAL**  
**BID**

**Name of Work:** Annual Contract for providing Laundry Services for the Guest House at NFSU Gandhinagar.

<b>Sr. No</b>	<b>Particular</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>GST in %</b>
<b>For Guest House</b>				
1	Bath Towel			
2	Hand Towel			
3	Napkin			
4	Pillow Cover			
5	Table cloth			
6	Single Quilt			
7	Double Quilt			
8	Single Bed Sheet			
9	Double Bed Sheet			
10	Single Blanket			
11	Double Blanket			
12	Single Duet Cover			
13	Double Duet Cover			
14	Bed Side Runner			
15	Curtains Dry Clean			
16	Carpet			
17	Bath Mat			
18	Chef Coat			
19	Dry Clean Kurta			
20	Dry Clean Pyjama			
21	Dry Clean Dupatta			
	<b>Total</b>			

<b>For Student Cloths</b>				
1	Shirt/ T Shirt/ Jeans			
2	Kurta Pyjama/ Dupatta			
3	Saree Dry Clean			
4	Tie			
5	Blazer Dry Clean			

6	Dry Clean Kurta / Pyjama			
7	Shirt/ T Shirt/ Jeans			
8	Kurta Pyjama/ Dupatta			
9	Saree Dry Clean			
10	Blazer Dry Clean			

Place:

Signature of Bidder with Seal

Date:

*\*To be submitted on company letter head with sign & stamp.*