

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

Issue Date: 26.06.2024

EOI Notice No. NLUD/EoI/Laundry/2024-25

Invitation for Expression of Interest (EoI) for Empanelment of Laundry Services Providers at National Law University Delhi, Sector-14, Dwarka, New Delhi-110078

National Law University Delhi (NLU Delhi) invites Expression of Interest (EoI) for empanelment of eligible agencies/individuals (here after called “Bidder”) to provide laundry services to the students, employees, and guests of the University. NLU Delhi is a fully residential campus with around 700+ students and employees residing on the campus. Laundry services may be provided in two modes:

1. Bidder will visit the campus daily, collect cloths, clean and iron at his/her own premises/shop and return them to customer in the next visit.
2. A suitable space/shop may be provided (subject to availability) on the campus on a monthly rental basis to run the laundry services.

Note:

1. The sealed bid must reach the office of the Registrar, National Law University Delhi, Sector-14, Dwarka, New Delhi on or before 12.07.2024 by 5:00 P.M.
2. The shortlisted bidders will be called for a personal interaction with the committee constituted by the competent authority of the NLU Delhi in the Meeting Room of Academic Block building in University campus. Bidders need to bring the originals of attached documents in support of their claim.

Eligibility

1. Bidders should have a minimum of two years’ experience in providing laundry services.
2. The following documents should be attached with the Bid:
 - Identity proof (Aadhar Card/Voter ID/Passport)
 - GST Details (if applicable)
 - PAN Card
 - Residential Proof
 - Details of existing shops (if any) including their registration
 - Police Verification Certificate*
 - (*will be required to be submitted by the selected vendors only)

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

General Terms and Conditions

1. Bidders should submit the Expression of Interest (EoI) in a sealed envelope to “Registrar National Law University Delhi, Sector-14, Dwarka, New Delhi-110078. The EoI envelope may be submitted in the tender box placed in the reception of Academic Block building in the NLU Delhi campus.
2. The bid envelope must contain a signed copy of the EoI document along with Annexures 1-3. Bidder should sign all the pages of the EoI.
3. Future communication with Bidder will take place through his/her official email id/mobile no./address only.
4. Empanelment/Contract will be valid for two years only, which can be further extended by one more year based on satisfactory performance.
5. Bidders are bounded by the terms and conditions as mentioned in this EoI document.
6. The bidders selected for empanelment will be required to deposit Rs. 10,000/- (Rupees Ten thousand only) as an interest free security deposit in the form of a Demand Draft Drawn in favor of Registrar, National Law University Delhi within 15 days of the award of the services contract. The Security Deposit will be refunded to bidder by the University after the completion of contract.
7. The successful Bidder will pay the monthly rent as per OM file no. 12036/1/2016-Pol.III dated 11th April, 2024 or latest govt. policy, and electricity charges on commercial rates as charged by the BSES (at present it is Rs. 6.00 per unit) or as decided from time to time by the competent authority of the University, if space for the shop is provided to the Bidder. The successful bidder shall pay the monthly rent and the electricity bill by 7th day of every month. It must be deposited in the University A/c every month on or before 7th day of the month and the receipt for the same will be deposited to the concerned Officer of the NLU Delhi.
8. Successful Bidder must follow hygiene and sanitation standards of the University.
9. Successful Bidder must open the shop for minimum hours/should be available in the campus to collect the clothes at times decided by the University.
10. Successful Bidder would be expected to remain properly dressed.
11. 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.
12. If an empaneled bidder fails to pay the said monthly charges within the final deadlines given by the Dean (Students) Office (i.e. within 30 days of the issuance of the bills), the contract will be treated as null and void without any further communications in this regard, and the University is free to provide the contract of these services to any other firm/agency/company/proprietor/individual.

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

13. If space for shop is provided by the University, the successful bidder has to deposit interest free security deposit of Rs. 50,000/- in the form of a Demand Draft (DD) drawn in favour of 'Registrar National Law University Delhi within 15 days. The security deposit will be refunded to the bidders after the completion of contract.
14. If there is any damage to any property of NLU Delhi or any payment dues to NLU Delhi or any demand from any authority of NLU Delhi regarding dues payable by the Firm/ Agency/ Company/ Proprietor/Individual, **the NLU Delhi shall be empowered to recover the dues from the security deposit.**
15. The empaneled bidders shall be allowed to perform its business only in the shop/space allotted by the University for this purpose.
16. The empaneled bidder shall hand over the allotted space along with infrastructure if any in original condition to the NLU Delhi after the expiry of the contract. If the empaneled bidder does not vacate the allotted space after the expiry of the contract agreement period or after one month of notice period of termination of agreement, the University has the right to vacate the space, and acquire it.
17. 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 NLU Delhi is at liberty to cancel the contract agreement of the Firm/ Agency/Company/Proprietor/Individual with immediate effect.
18. The empaneled bidder shall maintain and develop their allotted space or shop without causing any damage to its surroundings during the period of the contract agreement. The University will not provide any furniture and fixtures for the allotted space.
19. The NLU Delhi 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 NLU Delhi.
20. Any other condition found necessary by NLU Delhi management shall be included after discussion in the agreement.
21. The above Terms and Conditions shall be part of the contract/ License agreement.
22. NLU Delhi reserves the right to inspect the bidders work-sites by the nominated officer of NLU Delhi, if required.
23. The EoI does not constitute a solicitation. NLU Delhi reserves the right to change or cancel the requirements at any time during the Expression of Interest process.
24. **EXCLUSIVE RIGHT:** Registrar, National Law University, Delhi has the full and exclusive right to accept or reject any of the proposals without assigning any reasons.

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

DEPUTY REGISTRAR

Annexure-I

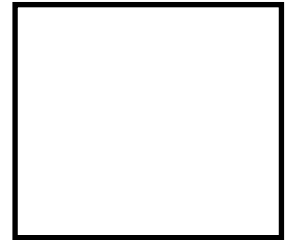
Application Form

To,

The Registrar,

National Law University Delhi,

Sector-14, Dwarka, New Delhi-78



Sir,

I am interested to be empaneled for providing laundry services on rates as mentioned in Annexure-3 at National Law University Delhi. Please consider my candidature. I have carefully read the scope of the work. I will abide by the terms and conditions of the EoI, if empaneled for providing laundry services at National Law University Delhi.

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Name:.....

Permanent Address.....

.....

Mobile No:.....

Encl. 1.

2.

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

Annexure-II

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the National Law University Delhi and shall abide by them.
2. I/We also undertake that I/we have understood “Parameters and Technical Specifications for conducting the Work” and shall conduct the work strictly as per these parameters.
3. I/We also undertake that the firm is not blacklisted by any of the Government Departments or Institution.
4. I/We further undertake that the information given in this EOI is true and correct in all respects and we hold the responsibility for the same.

Dated: _____

Place: _____

(Signature of applicant with stamps of the firm)

NATIONAL LAW UNIVERSITY DELHI

Sector-14, Dwarka, New Delhi-110078

Annexure-III

Sl.No.	Item(s)	Ironing (INR)	Washing & Ironing (INR)	Dry Cleaning (INR)
1.	Coat	40	100	130
2.	Coat + Pant	50	150	150
3.	Woolen Coat	40	100	130
4.	Jacket	40	100	130
5.	Pant + Shirt	10	20	50
6.	Shirt	5	10	25
7.	Pant	5	10	25
8.	Pant (Jeans)	5	10	25
9.	T-Shirt + Jeans	10	20	50
10.	Saree	30	50	100
11.	Salwar Kurta	15	30	100
12.	Salwar	10	25	50
13.	Kurta	10	25	50
14.	Bed-sheet (Single) + Pillow cover	10	20	30
15.	Bed-Sheet (Single + Pillow cover (Double Bed)	10	35	60
16.	Towel (Small)	5	15	30
17.	Towel (full size)	10	20	40
18.	Curtains (upto 5 fit)	5	10	25
19.	Curtains (above 5 fit)	10	20	50
20.	Blanket (single)	--	--	190
21.	Blanket (Double)	--	--	250

Dated: _____

Place: _____

(Signature of applicant with stamps of the firm)