

PDPM

**Indian Institute of Information Technology, Design, and Manufacturing Jabalpur**

Issue Date:.....

EOI Notice No. ....

**Invitation for Expression of Interest (EOI) for Empanelment of Laundry Services Providers at  
PDPM IIITDM, Dumna Airport Road, Jabalpur, MP-482005**

PDPM IIITDM Jabalpur 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 Institute. PDPM IIITDM Jabalpur is a fully residential campus with around 2500+ 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, PDPM IIITDM Jabalpur on or before 12/07/2023 by 5:00PM.
2. The shortlisted bidders will be called for a personal interaction with the committee constituted by the competent authority of the PDPM IIITDM Jabalpur on 14/07/2023 from 10:00 Am onwards in the Institute Conference Hall. 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

  
Mr. Santosh Mahobia

Dr. H. S. Nanda


  
Dr. Matadeen Bansal

**Indian Institute of Information Technology, Design, and Manufacturing Jabalpur**

- Details of existing shops (if any) including their registration
- Police verification certificate\*
- (\*will be required to be submitted by the selected vendors only)

**General Terms and Conditions**

1. Bidders should submit the EoI in a sealed envelope to "Registrar, PDPM IIITDM Jabalpur". Envelope should be superscribed as "**EoI for Empanelment of Laundry Services Providers at IIITDM Jabalpur**". Bids can be submitted in person/through post/through courier.
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 and as per the guidelines and rules of the institute.
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. 5000/-** (Rupees Five thousand only) as an interest free **security deposit** in the form of a crossed Demand Draft Drawn in favor of Registrar IIITDM Jabalpur within 15 days of the award of the services contract.
7. The successful Bidder will pay the monthly rent of Rs. 500/, and electricity charges on commercial rates as charged by the MPEB Jabalpur (at present it is Rs. 8.40 per unit) or as decided from time to time by the competent authority of the Institute, if space for the shop is provided to the Bidder. The successful bidder shall pay the monthly rent and the electricity bill by 7<sup>th</sup> day of every month. It must be deposited in the Institute A/c every month on or before **7th day of the month** and the receipt for the same will be deposited in the **Office of the Dean (Students), PDPM IIITDM Jabalpur**.
8. Successful Bidder must follow hygiene and sanitation standards of the Institute.
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 Institute.

  
22-06-23  
Mr. Santosh Mahobia

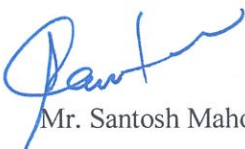
Dr. H. S. Nanda

  
Dr. Matadeen Bansal




**Indian Institute of Information Technology, Design, and Manufacturing Jabalpur**

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 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 be treated contract as null and void without any further communications in this regard, and the institute is free to provide the contact of these services to any other firm/agency/company/proprietor/individual.
13. If there is any damage to any property of PDPM IIITDM Jabalpur or any payment dues to PDPM IIITDM Jabalpur or any demand from any authority of PDPM IIITDM Jabalpur regarding dues payable by the Firm/ Agency/Company/Proprietor/individual, **the PDPM IIITDM Jabalpur shall be empowered to recover the dues from the security deposit.**
14. The empaneled bidders shall be allowed to perform its business only in the shop/space allotted by the institute for this purpose.
15. If the empaneled bidder shall hand over the allotted space along with infrastructure if any in original condition to the PDPM IIITDM Jabalpur 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 institute has right to vacate the space, and acquire it.**
16. 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 PDPM IIITDM Jabalpur is at liberty to cancel the contract agreement of the Firm/ Agency/Company/Proprietor/individual with immediate effect.**
17. 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 institute will not provide any furniture and fixtures for the allotted space.
18. The PDPM IIITDM Jabalpur reserves the right to cancel the contract after giving **one month written notice** to the empaneled bidder and resérve 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 PDPM IIITDM Jabalpur.

  
Mr. Santosh Mahobia


Dr. H. S. Nanda

  
Dr. Matadeen Bansal 22/5/23

**Indian Institute of Information Technology, Design, and Manufacturing Jabalpur**

19. Any other condition found necessary by PDPM IIITDM Jabalpur management shall be included after discussion in the agreement.
20. The above Terms and Conditions shall be part of the contract/License agreement.
21. PDPM IIITDM Jabalpur reserves the right to inspect the bidders' work-sites by the nominated officer of PDPM IIITDM Jabalpur, if required.
22. The EOI does not constitute a solicitation. PDPM IIITDM Jabalpur reserves the right to change or cancel the requirements at any time during the Expression of Interest process.
23. PDPM IIITDM Jabalpur reserves the right to accept or reject any Expression of Interest (EOI) without assigning any reason and any liability or any obligation to inform the effected firm's ground for action is not binding of PDPM IIITDM Jabalpur.

**REGISTRAR**

  
Mr. Santosh Mahobia

Dr. H. S. Nanda

  
Dr. Matadeen Bansal

PDPM

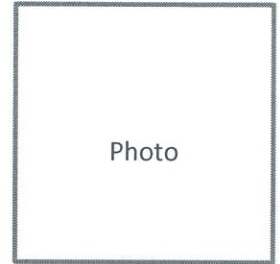
Indian Institute of Information Technology, Design, and Manufacturing Jabalpur

Annexure-I

Date:.....

Application Form

Committee,  
Laundry Services  
PDPM IIIT Jabalpur



Sir,

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

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....


.....

Mobio.: .....

Encls: 1.                      2.

  
Mr. Santosh Mahobia

Dr. H. S. Nanda

  
Dr. Matadeen Bansal 22.6.23


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 PDPM-IIITDM Jabalpur 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)

  
Mr. Santosh Mahobia


Dr. H. S. Nanda

  
Dr. Matadeen Bansal



**Rate List for Various Laundry Services**

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 with pillow cover (Double Bed)	20	35	60
16	Towel (Small)	5	15	30
17	Towel (full Size)	10	20	40
18	Curtains	10	20	50

  
Mr. Santosh Mahobia

Dr. H. S. Nanda

  
Dr. Matadeen Bansal