



Issue Date: 29/07/2025

EOI Notice No. 298

**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 students and employees residing on the campus.

Mode of operation: On collection basis Area:- NR-2/NR-3/Rewa/Visitors Hostel/Vivekanand Hostel.(or as decided by the Institute Authority).

Scope of Work:

Bidder will visit the campus daily, collect cloths, clean and iron at his/her own premises.

Note:

1. The sealed bid must reach the office of the Registrar, PDPM IIITDM Jabalpur on or before 16-08-2025 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 20-08-2025 from 10: 00 Am onwards in the Institute Conference Hall. Bidders need to bring the originals of attached documents in support of their claim.

A. 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


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

B. 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 **one year** 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. 5,000/- (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. **Successful bidders/firms will be permitted to visit campus to provide all laundry services on COLLECTION BASIS. However, if required, the institute may provide suitable space with necessary license fee (as decided by Competent Authority) with electricity charges as per actual.**
8. Successful Bidder must follow hygiene and sanitation standards of the Institute.
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 these laws are violated.
10. If there is any damage to any property of PDPM IIITDM Jabalpur or any payment dues to


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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.**

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 PDPM IIITDM Jabalpur is at liberty to cancel the contract agreement of the Firm/ Agency/Company/Proprietor/individual with immediate effect.**
12. The PDPM IIITDM Jabalpur reserves 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 PDPM IIITDM Jabalpur.
13. Any other condition found necessary by PDPM IIITDM Jabalpur management shall be included after discussion in the agreement.
14. The above Terms and Conditions shall be part of the contract/License agreement.
15. PDPM IIITDM Jabalpur reserves the right to inspect the bidders' work-sites by the nominated officer of PDPM IIITDM Jabalpur, if required.
16. 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.
17. 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.

C. Penalty Clause:

- i. **If clothes are damaged (torn, stained, etc.) due to negligent handling or improper washing, the laundry service provider may be penalized.**
- ii. **Similar to damage, if linens are lost during collection, transportation, washing, or handling etc. The laundry service provider will be penalized.**


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- iii. If the laundry service provider fails to deliver laundry services within the agreed time frame, he may be penalized such as a percentage deduction from the payment for each day of delay.
- iv. The laundry service provider may be required to rewash or re-iron clothes that do not meet the required quality or standards at no extra cost to the clients.

Note: - Penalty charges may be decided by the FIC (SA)/ Registrar.

REGISTRAR


Mr. Santosh Mahobia


Dr. Avinash Chandra Pandey

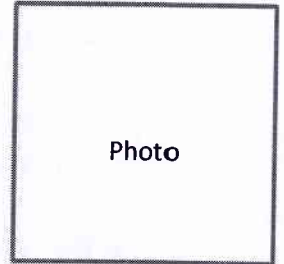

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Annexure-1

Date:.....

Application Form

**Committee,
Laundry Services
PDPM IIT Jabalpur**



Sir,

I am interested to be empaneled for providing laundry services on rates as mentioned in **Annexure-3** at PDPM IITDM 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 IITDM Jabalpur

(Signature of Applicant)

Full name:.....

Father Name:.....

Present Address:.....

Permanent Address.....

.....

Mobile Number.:

Encls: 1. 2.


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EOI document for providing laundry services-2025

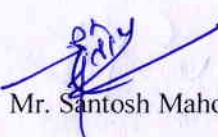
UNDERTAKING

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)


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Annexure-3**Rate List for Various Laundry Services (28-07-2025)**

Sl. No.	Item(s)	Ironing (INR)	Washing & Ironing (INR)	Dry Cleaning (INR)
1	Coat	30	80	100
2	Coat+Paint	40	100	120
3	Woolen Coat	30	80	104
4	Jacket	25	70	90
5	Paint +Shirt	8	16	30
6	Shirt	4	8	15
7	Paint	4	8	15
8	Paint (Jeans)	4	8	15
9	T-Shirt +Jeans	8	16	30
10	Saree	20	40	80
11	Salwar Kurta	10	20	80
12	Salwar	5	10	40
13	Kurta	5	10	40
14	Bed-sheet (Single) + Pillow Cover	8	16	24
15	Bed-Sheet with pillow cover (Double Bed)	10	25	40
16	Towel (Small)	3	7	20
17	Towel (full Size)	5	10	30
18	Curtains	5	15	40

(Signature of the applicant with stamps of the firm)


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