NATIONAL LAW UNIVERSITY, TRIPURA

(Established by the Tripura Act No. 3 of 2022)

OFFICE OF THE REGISTRAR

Address: P.O. - Narayanpur Bazar; District- West Tripura; PIN- 799015

Email- registrar@nlutripura.ac.in | Website: www.nlutripura.ac.in

Ref. No.F.1 (38)/NLUT/ESTT/TENDER/2026-27/2828-31 **Date:** November 26th 2026

NOTICE INVITING QUOTATION (NIQ)

National Law University, Tripura invites sealed quotations from reputed laundry service providers, vendors and individuals having the necessary facilities and experience, if any, for providing laundry services to the residents of the University Hostel.

The interested bidders are required to submit their quotations in a sealed cover addressed to **The Registrar (I/C), National Law University Tripura, Narsingarh, Agartala, 799015.** Within the stipulated date and time.

The details of the scope of services, terms and conditions and price quotation format are provided in **Annexure A and Annexure B**, respectively.

1. **Date of invitation of quotation:** November 26, 2026.
2. **Last date and time of submission of quotation:** December 28, 2026, up to 5:00 PM
3. **Date of opening of quotations:** December 29, 2026
4. **Contract period:** One (1) year, extendable for a further period of one (1) year, subject to satisfactory performance and approval of the competent authority.
5. **Estimated daily laundry requirement:** Approximately 10 kg of normal washing and 5 kg of dry cleaning. The quantity is indicative only and may vary according to actual demand.

The University reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof, as deemed appropriate in the interest of the University.

26/11/26

(Dr. Jayanta Dhar)
Registrar (I/C)
National Law University, Tripura

Copy to:

1. O/o the Vice-Chancellor, NLUT, for kind information of the Vice-Chancellor.
2. The Assistant Registrar, NLUT, for information.
3. The Accounts Officer, NLUT, for information and necessary action.
4. The System Administrator, NLUT, for necessary arrangement to upload the NIQ on the University website.

26/11/26

(Dr. Jayanta Dhar)
Registrar (I/C)
National Law University, Tripura

Registrar (I/C)
National Law University Tripura
Narsingarh, West Tripura

Annexure-A

TERMS AND CONDITIONS:-

1. Scope of Services:

The selected service provider shall provide normal washing, drying, ironing and dry-cleaning services, as applicable, to the students and other authorised residents of the University Hostel.

The approximate daily requirement is as follows:

- Normal washing: 10 kg per day.
- Dry cleaning: 5 kg per day.

The above quantities are indicative and shall not constitute any minimum guaranteed business or payment by the University.

2. Mode of Operation:

The selected service provider shall operate through either of the following arrangements, as approved by the University:

Option I: Off-campus laundry service

The service provider shall visit the University campus daily, collect clothes from the customers, transport them to their own premises/shop for washing, drying, ironing or dry cleaning, as applicable, and return the cleaned clothes during the next scheduled visit.

OR

Option II: On-campus laundry facility

Subject to availability and approval of the competent authority, the University may provide suitable space within the campus on a monthly rental basis for operating the laundry service. The rent and other applicable charges shall be payable separately as determined by the University.

The bidder shall clearly indicate the preferred mode of operation in the quotation.

3. Collection and Delivery:

a. The service provider shall maintain a regular collection and delivery schedule as mutually agreed upon with the hostel authorities.

b. Each customer's clothes shall be properly identified, counted and recorded at the time of collection and delivery.

c. The service provider shall ensure timely delivery of cleaned and ironed clothes in a hygienic and satisfactory condition.

d. Clothes shall not be mixed up, misplaced or delivered to an unauthorised person.

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e. The service provider shall be responsible for the safe custody of clothes from collection until delivery.

4. Quality of Service and Responsibility for Damage:

a. Washing, drying, ironing and dry cleaning shall be carried out using suitable methods and materials to avoid damage to the clothes.

b. The service provider shall be responsible for loss of, or damage to, clothes attributable to negligence or improper handling by the service provider or its employees.

c. Any complaint regarding the quality of service, loss of clothes or delay in delivery shall be addressed promptly by the service provider.

d. Repeated complaints, unsatisfactory service or failure to comply with the terms of the contract may result in termination of the contract after due notice, as considered appropriate by the University.

5. Rates and Price Quotation:

a. Bidders shall quote separate rates per kilogram for normal washing and dry cleaning in the prescribed format at **Annexure B**.

b. The quoted rates shall remain firm during the contract period, unless otherwise approved in writing by the University.

c. No additional charges shall be collected from customers over and above the approved rates.

6. Selection Criteria:

a. The selection shall be based on the lowest evaluated price quotation, subject to fulfilment of the prescribed eligibility requirements and submission of all required documents.

b. For comparison, the University shall calculate the estimated daily cost on the basis of 10 kg of normal washing and 5 kg of dry cleaning, using the total quoted rates inclusive of applicable GST.

c. The estimated daily cost shall be calculated as follows:

Estimated daily cost = (10 × quoted normal washing rate per kg) + (5 × quoted dry-cleaning rate per kg).

d. The bidder quoting the lowest evaluated estimated daily cost, while satisfying the terms and conditions, shall ordinarily be considered for selection, subject to approval by the competent authority.

e. In case of a tie, the University may adopt an appropriate tie-breaking method and record the reasons for the decision.

7. Security Deposit:

a. The selected bidder shall deposit **₹5,000/- (Rupees Five Thousand only)** as an interest-free security deposit within fifteen (15) days from the date of award of the service contract.

b. The security deposit shall be paid through a Demand Draft drawn in favour of **"Registrar, National Law University, Tripura"**, payable at Agartala, or through another mode specifically authorised by the University.

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c. The security deposit shall be retained by the University during the contract period as security for satisfactory performance and compliance with the contractual obligations.

d. The security deposit shall be refunded to the bidder after completion of the contract and satisfactory settlement of all dues and liabilities, subject to adjustment of any recoverable amount, if applicable.

e. No interest shall be payable on the security deposit.

8. Electricity and Water Charges:

a. Where the University provides on-campus space for operating the laundry service, the service provider shall bear the applicable electricity and water charges.

b. The charges shall be paid in accordance with the rates and procedure prescribed by the University.

c. The service provider shall not use University utilities for any purpose other than the authorised laundry service.

9. Documents to Be Submitted:

Every bidder shall submit self-attested copies of the following documents along with the quotation:

1. Identity proof – Aadhaar Card/Voter ID/Passport.
2. GST registration details, if applicable.
3. GST/Tax Filing Return of Last FY.
4. PAN Card.
5. Residential proof.
6. Details of existing shop/business premises, if any, including registration certificate or other supporting documents.
7. Experience certificate in laundry services, if available.
8. Any other document considered necessary by the University for Verification of the bidder's credentials.

Incomplete quotations or quotations submitted without the mandatory documents may be rejected.

10. Contract Period and Extension:

a. The initial contract period shall be **one (1) year** from the effective date specified in the work order/agreement.

b. The contract may be extended for a further period of **one (1) year**, subject to satisfactory performance, mutual agreement on the applicable terms and approval of the competent authority.

c. No automatic right to extension shall accrue to the service provider.

11. General Conditions:

a. The bidder shall provide correct and complete information in the quotation. Any false declaration or submission of forged documents may lead to rejection of the quotation or termination of the contract.

b. The service provider shall comply with applicable laws, municipal requirements and other statutory obligations relating to the operation of the laundry business.

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c. The service provider shall be responsible for the conduct of its employees and shall ensure that they comply with the University's security and campus regulations.

d. The service provider shall not sublet or transfer the contract to any other person or agency without prior written approval of the University.

g. The Registrar/competent authority may issue further instructions as necessary for the smooth operation of the service.

12. Right of the University:

The University reserves the right to accept or reject any or all quotations, cancel the quotation process, seek clarification from bidders or modify the requirements in the interest of the University, in accordance with applicable rules and procedures.

26/11/26

Regi... (I/C)
National La... ...versity Tripura
Narsingarh, West Tripura

Annexure-B

List of Items and Quoted Prices

Sl.No.	Description of service	Total rate per kg inclusive of GST (₹) (In Word)
1.	Normal washing, drying and ironing	
2.	Dry cleaning	

Preferred Mode of Operation (Please tick ✓ one option):

☐ Option I: Off-campus laundry service - Collection and delivery of clothes at the University campus; washing, ironing and dry cleaning shall be carried out at the bidder's own premises.

☐ Option II: On-campus laundry service - Space required within the University campus on a monthly rental basis, subject to availability and approval of the University.

Note: Electricity and water charges shall be payable separately by the bidder, as applicable.

Declaration

I/We hereby declare that I/we have read and understood all the terms and conditions contained in Annexure A and agree to abide by the same. The information and documents furnished along with this quotation are true and correct to the best of my/our knowledge. The quoted rates shall remain valid for the period specified by the University and shall include all applicable charges, as stated in the quotation.

I/We further undertake to provide laundry services in accordance with the approved terms and conditions if the contract is awarded to me/us.

Place:

Date:

Signature of the bidder:

Seal, if applicable: