

REQUEST FOR PROPOSAL

RFP NO: NLSIU/RFP/2025-26/017/MANPOWER

The National Law School of India, Bangalore ("NLSIU/University") is a university established under the National Law School of India Act, 1986, imparting legal education. Sealed quotations for the provision of "**Facilities Management Services at NLSIU**" are hereby invited from eligible Service Providers by the undersigned, subject to the terms and conditions enumerated hereunder.

Description of Work	Facilities Management Services including Security, Housekeeping etc.,
Site	National Law School of India University, Gnana Bharathi Main Rd, Opp NAAC, Nagarbhavi, Bengaluru, Karnataka - 560072
Date of Issue of Quotation	26 th March 2026
Last Date for Submission	10 th April 2026
Quotation Opening Date	13 th April 2026 (Tentative)

Terms and Conditions:

1. The application form is provided at Annexure 1 to this Request for Proposal ("RFP").
2. The complete description of the scope of services is provided at **Annexure 2 - Scope of Services** to this RFP.
3. The intending Bidder shall quote its rates in the format provided in **Annexure 3 - Rate Card** to this RFP. The Bidder or its Authorised Representative shall sign each page and affix the seal of the firm alongside.
4. Any clarifications on the quotation process may be sought by writing an email to procurement@nls.ac.in up to 07th April 2026.
5. Interested bidders may visit and examine the site to acquire the requisite information relating thereto as affecting the quotation upon writing to procurement@nls.ac.in up to 07th April 2026 up to 5.00 pm.
6. The Quotation should be submitted in two (2) covers, which shall comprise: (A) **Pre-qualification Documents** as per the instructions provided in Para.6; and (B) **Rate Cards** as per format provided in *Annexure 2 - Rate Card* and all pages duly signed and sealed.
7. Both the covers will be put in a single large, sealed cover and clearly labelled in the prescribed format. The sealed envelope should clearly super scribe "**Quotation for Facilities Management Services at NLSIU**", and shall be addressed to:
"The Procurement Manager,
National Law School of India University,
Gnana Bharathi Main Rd,
Opposite to NAAC
Nagarbhavi, Bengaluru,
Karnataka - 560072".

8. The sealed envelope shall be sent to reach the above mentioned office on or before the due date mentioned, either in person or by Speed Post/ Courier.
9. The bidders may submit proposals for all or any of the services covered under this RFP, provided they possess the necessary experience, expertise, and statutory compliances required for the respective service(s) and meet the pre-qualification criteria.
10. **Pre-qualification criteria:** Interested bidders must meet all the qualifications as provided below, and submit the supporting documents in a separate envelope marked "Pre-Qualification Documents":-
 - 10.1. The Bidder must be a company registered under the Companies Act, 2013; OR a LLP registered under the Limited Liability Partnership (LLP) Act, 2008. (Please submit valid certificates and constitutive documents)
 - 10.2. Notwithstanding the above, any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any tender, and the bar subsists as on the date of submission of the Quotation shall not be eligible to participate in this Quotation Process.
 - 10.3. The Bidder should have all applicable and valid registrations with statutory authorities, including but not limited to Income Tax, Goods & Service Tax, labour licenses under section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN etc. (Please submit valid registration certificates and/or other supporting documents).
 - 10.4. The Bidder should have constituted a Sexual Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. (Please submit a suitable declaration on the Bidder's letterhead and signed by the Authorised Signatory).
 - 10.5. Bidder should not have been disqualified/debarred/blacklisted from any Governments, Semi- governments, PSUs or Banks. (Please submit a suitable declaration on the Bidder's letterhead and signed by the Authorised Signatory).
 - 10.6. Bidders shall submit copies of all statutory licenses and registrations mandatorily required for providing the respective service(s) under this RFP. For instance, bidders submitting a quotation for Security Services must furnish a valid Private Security Agency License (PSARA) issued under the Private Security Agencies (Regulation) Act, 2005, along with any other applicable licenses or statutory approvals required for the provision of such services.
 - 10.7. *Experience criteria:* The Company or LLP should have in the last five years ending on 28.2.2026:
 - a. Undertaken at least one ongoing/completed work of a similar nature. "Similar work" means executing integrated facilities management services including Housekeeping Services, Security Services and Utility Operations and

Management, for an educational or public institution or the private sector having more than five hundred (500) users. (Please submit a Certified copy in the form of Performance/Completion Certificate from the Client duly signed by not below the rank of Director / General Manager / Chief Engineer).

- b. Undertaken, the following services continuously for at least five (5) years: (i) Housekeeping Services (ii) Security Services (iii) Utility Operations and Management. (Please submit a Certified copy in the form of Performance/Completion Certificate from the Client/s duly signed by not below the rank of Director / General Manager / Chief Engineer)

10.8. Financial criteria:

The Bidder shall have achieved in at least one financial year from the past three years, ending on 31.03.2025, a minimum financial turnover (in property management services only) of Rupees Three (3) Crores. (Please **submit** Balance Sheets for the last three (3) financial years ending on 31.03.2025, duly audited and certified by a Chartered Accountant.)

11. Quotations received after the due date shall not be entertained.
12. Only the Rate Cards submitted by Bidders who meet all the Pre-Qualification criteria shall be considered for the purpose of this Quotation process.
13. The GST Registration number and PAN number of the Bidder shall be mentioned in the quotation. Quotation without this information will not be accepted.
14. The Rate quoted by the Bidder shall remain valid up to ninety (90) days after its acceptance by NLSIU.
15. The Rate quoted shall be firm and fixed shall be inclusive of and not limited to the cost of manpower, material, machinery, tools and plant etc., taxes (excluding service tax), duties and levies, insurance, all statutory liabilities etc. No escalation of whatsoever nature shall be payable.
16. NLSIU reserves the right to reject any or all bids without assigning any reason. The University shall not bind itself to accept the lowest quoted rate. NLSIU reserves the right NOT to award the work to the highest scorer or any bidder at its sole discretion.
17. The University shall accept the quotation that is in the best interests of the University, as determined by the University authorities. The University reserves the right to not accept any of the Quotations submitted during this process.
18. The University shall issue a Letter of Award to the Bidder whose quoted rate has been accepted and who complies with all the prequalification and statutory criteria stipulated in this document ("Selected Bidder").
19. The University shall issue the Letter of Award to the successful Bidder, and shall enter into a Contract, consisting of the complete terms and conditions and Scope of Services.

20. The contract period shall be for a period of 3 years and thereafter may be renewed, for a further period of 2 years, on mutual agreement of the University and the Selected Bidder.
21. The Selected Bidder shall, within 7 days of issuance of the Letter of Award, furnish a Performance Security in the form of an unconditional Bank Guarantee equivalent to 10% of the annual contract value, valid for the entire contract period plus 90 days. Failure to furnish the same shall result in cancellation of award.
22. Pursuant to the Contract, the University shall issue Work Orders for the execution of the Services forming a part of the Scope of Services. The University reserves the right to issue Work Orders and avail the Services in a phased manner, subject to an assessment of the Selected Bidder's expertise.
23. NLSIU further reserves the right to not issue a Work Order to the Selected Bidder for certain Services listed in the Scope of Services.
24. Date of start of work shall be mentioned in the Work Order.
25. The Services provided by the Selected Bidder should be strictly as per the specifications in the Scope of Services.
26. The personnel deployed by the Selected Bidder shall remain the employees of the Bidder at all times. No employer-employee relationship shall be deemed to exist between NLSIU and such personnel. The Bidder shall be solely responsible for all wages, statutory contributions including gratuity, benefits, insurance, and compliance with all applicable labour laws.
27. The Selected Bidder shall comply with all applicable labour and employment laws including but not limited to the Code on Wages, 2019, The Occupational Safety, Health and Working Conditions Code, 2020, the Code on Social Security, 2020, the Industrial Relations Code and all applicable Karnataka State Rules as amended from time to time. Any liability arising from non-compliance shall be borne solely by the Bidder, and the Bidder shall indemnify and hold NLSIU harmless from any claims, penalties, or proceedings.
28. The Selected Bidder shall submit monthly proof of payment of wages, EPF, ESI and other statutory dues along with challans and employee-wise statements. NLSIU reserves the right to withhold payments in the absence of such proof.
29. NLSIU reserves the right to require immediate replacement of any personnel deployed by the Bidder whose conduct, competence, or performance is found unsatisfactory.
30. All personnel shall undergo police verification and background checks prior to deployment. Copies of such verification shall be furnished to NLSIU.
31. The Bidder shall be liable for any loss or damage to University property caused by its personnel and shall make good such loss at its own cost.

32. NLSIU may terminate the contract at any time by giving 30 days' written notice without assigning reasons.
33. NLSIU shall have the right to terminate the contract with immediate effect and without prejudice to any other rights or remedies available to it, by issuing written notice to the Selected Bidder in the event of any security breach attributable to the Bidder or its personnel, labour unrest or disruption of services arising from acts or omissions of the Bidder, failure to pay wages or statutory dues to deployed personnel in accordance with applicable laws, or where any fraud, misrepresentation, or submission of false information by the Bidder is discovered at any stage of the quotation process or during the execution of the contract.
34. The Selected Bidder shall not subcontract any part of the Services without prior written approval of NLSIU.
35. The Selected Bidder shall ensure that all personnel deployed for the provision of services under the contract maintain strict confidentiality with respect to all academic, administrative, operational, financial, and security-related information pertaining to NLSIU that may come to their knowledge in the course of their duties. Such personnel shall not disclose, communicate, publish, or otherwise make available any such information to any third party without the prior written consent of NLSIU. The Selected Bidder shall take all reasonable steps to ensure compliance with this obligation by its personnel and shall remain responsible for any breach of confidentiality by them. This obligation shall continue to apply during the term of the contract and thereafter.
36. The University requires that the Selected Bidder observe the highest standard of ethics during the services and execution of such contracts, and it shall:
 - a. Reject a Quotation if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - b. Declare a Company ineligible, either indefinitely or for a stated period of time, pursuant to award of contract by the University, if at any time it is found that the Company has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
37. This University reserves the right to cancel this enquiry at any time without assigning any reason.
38. NLSIU reserves the right to increase, decrease or modify the scope of work at any stage of the process.
39. NLSIU reserves the right to award the work to any bidder in the event of a tie in the overall scores of two or more bidders.
40. NLSIU reserves the right to seek clarifications, additional documents, or presentations from any bidder, if considered necessary for evaluation.

41. NLSIU reserves the right to verify the credentials and information provided by the bidders through independent sources and may reject the bid if any discrepancy or misrepresentation is found.
42. NLSIU reserves the right to negotiate the terms, conditions, and quoted price with the Bidders before final award of work.
43. NLSIU reserves the right to cancel or withdraw the RFP at any stage without incurring any liability or obligation towards the bidders.
- 43.1. This RFP shall be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka shall have exclusive jurisdiction.
44. The terms and conditions stipulated in this Request for proposal are binding on the Bidder.

