Ref. No.: DBRANLU/Gen./2026/04 **Dated: 14.10.2026**

INVITATION FOR APPLICATIONS FOR ALLOTMENT OF LAUNDRY SERVICES SHOPS ON MONTHLY RENTAL BASIS (TO BE SELECTED THROUGH INTERVIEW)

Dr. B.R. Ambedkar National Law University, Rai, Sonepat invites applications from eligible and interested individuals/agencies for the allotment of commercial shops within the University campus on a monthly rental basis. The selection of vendors shall be carried out through an interview process conducted by the Shop Allotment Committee constituted for this purpose. Applicants fulfilling the prescribed eligibility criteria are requested to submit their applications in the prescribed format within the stipulated time.

APPLICATION START DATE: 14.10.2026

APPLICATION LAST DATE: 30.10.2026 (05:00 PM)

DATE OF INTERVIEW: To be notified in due course.

ELIGIBILITY CRITERIA

1. The person/individual/agency preferably should have experience of atleast 02 years of working under/running similar business, for which he/she is applying. In case of no suitable person/agency are found, the criteria of experience will be relaxed by the University.
2. Among the eligible applicants, the individual/agency possessing the highest relevant experience in operating similar business shall be considered more suitable and shall be given preference during the selection process.
3. He/she should be of age between 18 to 65 years (*Any documentary proof such as Birth Certificate/Matriculation Certificate/Voter ID must be submitted*).
4. The bidder has to enclose Aadhar Card as Identity Proof.
5. The bidder must not have been blacklisted or suspended by any Government/PSU/University/Autonomous Body. A self-declaration in the prescribed format *(Annexure-III)* must be submitted.
6. Bidder shall submit a Character Certificate/Police Verification issued by Local Administration, MP/MLA Local Police/ or Gazetted Officer.

The details of Shops, Token Money and rent is as under:

Sr. No.	Name of Shop	Shop No.	Area	Rent *(Per Month)*	Token Money/ Security Amount
1.	Laundry Services	01-A	12.35 Sqm	1940/- + GST (18%)	60,000/-

General Terms and Conditions for Shops in the Shopping Complex for Allotment:

1. The shops will be allotted on the recommendations of the Standing Committee of the University approved for the purpose, which will shortlist the eligible bidder through an interview process.
2. The shop will be leased out for 11 months on rent basis in the first instance. Extension can be allowed by increasing the rent @ 5% extra after receiving the request from the lessee & considered by the University Authorities.
3. Any eligible Individual/firm/agency may submit the application in the prescribed format (*Annexure-I*) alongwith all the supporting documents (Self Attested) in the General Branch. A checklist *(Annexure-II)* is also required to filled and attached with the application.

4. The application fee (non-refundable) of **Rs. 500/-** will be deposited in the Accounts Branch of the university through cash/Demand Draft for participating in the allotment of each shop and a copy of receipt will be submitted alongwith the application form.
5. The applicants may submit the applications for multiple shops, but only one shop will be allotted to a single bidder. If an applicant is allotted any shop, he/she will not be allowed in the allotment process for the remaining shops. Therefore, such applicants shall, at their own discretion, decide their preference for shops and participate in the allotment process accordingly.
6. For participation in allotment process, the concerned party/person shall have to submit a token money (refundable/adjustable) of amount mentioned against each shop through cheque (In favour of the Registrar, DBRANLU, Rai, Sonepat). Token money of the successful bidders shall be withheld and adjusted against the security deposit whereas, the token money of rest of the bidders shall be refunded after the completion of allotment process.
7. The security will be refunded after the expiry of lease period and no interest will be payable on the security amount.
8. The allottee shall take the possession of the premise, as per the procedure, within the period of **25 days** after the issue of the allotment letter.
9. In case the allottee fails to take possession within the stipulated time, The security money deposited by such allottee shall be forfeited and he/she will be considered ineligible for future allotment of the shops in the university campus.
10. The lessee shall have to pay monthly rent by **10th** of each calendar month (*e.g. Water charges & rent of July shall be paid upto 10th of July*), failing which a fine will be charged as per the table mentioned below.

Sr. No.	**Shop No.**	**Fine (per day)**
1.	Shop No. 01-A	₹ 50/-

The lessee will be bound to vacate shop if he/she does not pay the rent for two consecutive months. In such a situation three months' rent will be deducted from his/her security deposit to recover outstanding rent of two months alongwith a penalty equal to one months' rent in lieu of the required notice of one month.

11. The lessee shall abide by all the provisions/rules and regulations framed by the DBRANLU/State Government from time to time. Further, the lease is subject to the provisions

of The Haryana Public Premises and Land (Eviction and Rent Recovery) Act, 1972 as amended time to time.

12. In case of any levy, Cess, Service Tax, GST or any other tax or any other liability whenever imposed by any State or Centre Govt. or any other Competent Authority, the same shall be paid by the lessee directly to the authority concerned without any objection.
13. The lessee shall not cause any damage to the premises and will hand-over the premises in the same condition as it has been leased/rented to him and it will be his/her responsibility to keep the premises in perfect condition. Any damages done to property will have to be repaired/replaced by the lessee at his own cost and convenience, failing which the same will be done by the University at the contractor's risk and cost, where the contractor shall be liable to pay the cost of actual expenditure plus 50% of the actual expenditure as penalty. In this regard, the decision of the designated officer of the University shall be final and binding on the Contractor.
16. Only major repairs which shall include (complete replacement of floor/complete plaster of wall, complete replacement of door/window, replacement of tile of floor etc.) would be taken care of by the lessor, provided, the request is recommended by the C&M Branch and approved by the Competent Authority, but the annual white washing, biennial paint or any other type of minor repairs shall be carried out by the lessee at his/her own cost and expense without any claim of refund from the University.
17. The lessee shall use the premises to carry on the trade of items that generally fall under the scope of allotted shop only. The lessee shall not put the premises to any other use including allied or ancillary trade without the prior written consent of the lessor. Change of trade without such consent shall lead to automatic termination of the lease.
18. In case the lessee vacates the shop without serving a notice period of one month, the lessor shall have the right to forfeit the security deposit.
19. The lessee shall not make any addition or alternation of any type or otherwise in the premises without obtaining prior written consent of the lessor. In case the addition or alternation is permitted by the lessor, the same shall be carried out by the lessee at his own cost and he will not be allowed to remove them at the termination of the lease.
20. The lessee shall keep the premises/Shop and the surroundings neat and clean and shall not be allowed to keep anything in the corridor (in front of the Shop) or the roof or the open space. The Registrar of the University or his representative may without any prior notice, can order

the lifting of all such material on the un-authorized places and the same shall be forfeited or released on payment of penalty to be determined by the Registrar.

21. In case of any loss or damage to the customers due to his/her employee's negligence, the lessee shall be responsible for the compensation payable to the customers for loss/damage done by him or any of his/her employees.
22. The lessee shall not sublet the shop or any part of its premises in any form whatsoever (even in the form of partnership) to anyone.
23. That the lessee shall conspicuously display rate list as per the norms of the university.
24. The Shopkeeper/lessee has to execute License Agreement on Rs. 100/- Non-Judicial Stamp Paper within 15 days from the issuance of allotment letter. The cost of agreement paper shall be borne by the lessee.
25. The lessor or his/her nominees shall have access to the premises at all reasonable time to inspect and see for himself/herself that the agreed conditions are strictly adhered to; by the lessee.
26. The lessee shall neither object nor obstruct the entry of the lessor on the leased premises for inspection, maintenance and taking over of the premises on the termination of the lease under any of the clauses of the deed.
27. There will be a lean period for the business due to vacation, especially during **January**, **June and July** months and the lessee shall be liable to pay the rent for this period as well. Any request to waive off rent for such period shall not be considered in any circumstances.
28. Only those persons/individuals/agencies may apply, who are serious to run the shop either by himself/herself or by his/her spouse/son/daughter/father/mother.
29. The lessor may allow the use of open space by the lessee such as (putting up a tent) purely on temporary basis on payment of requisite charges or as allowed by Competent Authority.
30. The lessee shall dispose of the garbage only at the prescribed garbage bins. The Registrar may impose a fine up to 1,000/- if the lessee is found spoiling the cleanliness by throwing garbage at un-authorized places.
31. The lessee shall not indulge in any such activity which may cause nuisance to others or which is considered by the Registrar as not congenial to the Campus atmosphere.
32. The University strictly prohibits any form of child labour within the leased shops. By entering into this lease agreement, the tenant acknowledges and agrees to comply with all Local, State and Central Laws and Regulations regarding child labour. Any violation of this policy will result in immediate termination of the lease agreement.

33. Any violation of the terms and conditions mentioned in this document may invite a penalty, as decided by Competent Authority, **upto Rs. 1,000/-** in first instance and **upto Rs. 2,000/-** on subsequent violation. Further violation may result to the termination of the contract.
34. The lessee shall not commit any act or omission which is detrimental to the interest of the DBRANLU in any manner. Indulgence in any such act or omission and violation of any term of the lease deed will amount to automatic termination of the lease and forfeiture of security.
35. The lessees will not appoint any employee without proper identification/verification of antecedents and lessee will employ only persons who are medically fit.
36. In case the lessee commits breach of any of the above terms and conditions of the lease deed, the lease will stand terminated forthwith and the lessee will not be entitled to the convenience of any notice of termination and the security amount will be forfeited.
37. The automatic termination of the lease on account of violation of any one of the aforesaid clauses will make it obligatory for the lessee to vacate the premises voluntarily within 10 days from the date of the violation, failing which lessee will be deemed to be continuing illegally on the premises and in addition to other legal liabilities, the lessee will be liable to pay a penalty equivalent to one month rent for every day of the illegal continuance on the premises
38. The lessee shall obey and abide by all such orders/directions, rules and provisions of laws related to Labor, Women, Children Welfare, Excise and Taxation and other grooming laws applicable to such shops enforced by the Government of Haryana and Central Govt. of India.
39. That the lessor shall have the right to terminate the license after giving one month notice without assigning any reason thereof.
40. Time to time, the Shop Allotment Committee shall take the feedback reports from students/staff/faculty in terms of rates, quality, hygienic cleanliness, and availability of items, conduct of allottee and its staff. The overall performance will be accessed by Shop Allotment Committee.
41. The sale of Narcotics is strictly prohibited in shop. Further, smoking and consumption of alcohol/intoxicants in the premises is strictly prohibited. If any of bidders is found to be indulging in such activity, the university shall be entitled to impose a fine of Rs. 5000/- and terminate the contract.
42. During the course of contract, if any of bidder's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the DBRANLU, the University shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Security.

43. It is likely that items marked with Maximum Retail Price (MRP) are to be sold at discounted prices; however, under any circumstances, the selling price shall not exceed the MRP and rates for the other items without MRP should be on the market rate or the rates approved by the University from time to time.
44. Electricity Charges and water charges shall be paid by the lessee alongwith monthly rent. The rates for supplying the electricity shall be at par as per the commercial rates of the UHBVN as charged to the University according to the units shown by a separate electric meter in this regard whereas Power supply provided through DG sets shall be @ Rs. 24/- per Unit on the actual consumption basis. The electricity bill shall be paid within 10 days from the date of issuance of the bill.
45. The lessee shall be liable to pay the water charges of Rs. 1,000/- per month, which is due by the 10h of each calendar month
46. The shop timing in the summer session will be from 08:00 AM to 10:00 PM and winter session from 09:00 AM to 10:00 PM or as may be prescribed by the University from time to time.
47. If the vendor will not handover the possession of the shop after expiry/termination of the allotment period, the concerned Branch will issue a notice for handing over the possession within 15 days and no further notice will be given to handover the possession. The Shop Allotment Committee will take over the possession of such shops after unlocking the same under videography and will make a list of the items found in such shop with prior approval of the competent authority in the interest of the institution and the same shall be handed over after deposition of the penalty i.e., 5 times of the rent.
48. In case of any dispute not covered in the terms & conditions/agreement, the matter will be referred to the Vice-Chancellor whose decision shall be final.
49. All disputes are subject to jurisdiction of the Courts of Sonepat only.

-Sd/-
Assistant Registrar (Gen.)

All the above terms and conditions have been read by me and are accepted with letter and spirit.

Name of the Bidder:

In capital letters _____ Signature of Bidder

Dated:

Father's Name_____

ANNEXURE-I

APPLICATION FORM

Affix Recent Passport Size Colour Photograph

1. Application for (Shop) : _____
2. Name of the applicant : _____
3. Father's Name : _____
4. Date of Birth : _____
5. Address
   (With proper documentary proof)
   I. Permanent : _____
   _____
   II. Correspondence : _____
   _____
6. Mobile/Telephone No./Email ID : _____
7. Qualification : _____
8. Marital Status : _____
9. Experience (with proof), if any : _____
10. Detail of Application Fee deposited : Receipt No.……..……Dated……
11. Detail of documents attached in support of DOB, Address & Qualification : _____
12. Any other information/Documents : _____

Dated: _____ **(Signature of the Applicant)**

I declare that I have carefully read the terms & conditions mentioned in the advertisement. I shall abide by the same strictly. The information provided by me in this application are true & correct to the best of my knowledge & belief and nothing has been concealed therein. In the event of any information found incorrect or violation of any terms & condition and rules, my application is liable to be cancelled/rejected at any time without any notice.

(Signature of the Applicant)

ANNEXURE - II

CHECK LIST FOR DOCUMENT SUBMISSION

Sr. No.	Particulars	Status (Yes enclosed/Not enclosed)	Page No. of Docs.
1.	**ID Proof** (Copy of proof to be enclosed)**:**		
2.	**Address** (Copy of proof to be enclosed)		
3.	**Mobile No.:**		
4.	**Email ID:**		
5.	**Name of Shop applied for:**		
6.	**Application Fee** (Copy of Receipt to be enclosed)		
7.	**Self-Declaration (Non-Blacklisted)**		
8.	**Experience-Certificate of work done to be enclosed, if any.** (Experience Certificate mentioning specific relevant work with period)		
9.	**Aadhar Card** (Copy to be enclosed)		
10.	**Age Proof** (Copy to be enclosed)		
11.	**Character Certificate/Police Verification**		
12.	**GST No.** (Optional)		

Dated: **Signature**

Name in Block letters _____

Name of the Agency/Individual _____

Address with stamp:

_____

_____

_____

ANNEXURE-III

UNDERTAKING

To,

Registrar,
Dr. B.R. Ambedkar national Law University,
Rai-131029,
District-Sonepat (Haryana)

Sir,

1. I/We the undersigned, certify that I/We have gone through the terms and conditions mentioned in the Allotment document and undertake to comply with them.
2. It is further certified that our firm/individual has not been blacklisted by any agency in India or abroad.

Dated:

SIGNATURE OF THE BIDDER
WITH SEAL

NAME OF THE BIDDER
WITH ADDRESS