




**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**


(Established under the Himachal Pradesh Act No. 16 of 2016)

**TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF SERVICES FOR SUPPLY OF  
WATER THROUGH WATER TANKER**

**TENDER FOR ANNUAL RATE CONTRACT FOR HIRING OF SERVICES FOR  
SUPPLY OF WATER THROUGH WATER TANKER IN THE HIMACHAL  
PRADESH NATIONAL LAW UNIVERISTY**

- 1) Bids in sealed cover are invited for **Annual Rate Contract for Hiring of services for supply of water through water tanker** as per the specifications/conditions mentioned in the paragraphs of the tender document at Himachal Pradesh National Law University, Shimla. Please super scribe the above-mentioned Title, Ref. number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
- 2) The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
  - a) Bids/queries to be addressed to: **The Registrar, HPNLU, Shimla.**
  - b) Postal address for sending the Bids: **Near 16 Mile, Ghandal, Shimla 171014**
  - c) Telephone numbers of the contact Officer: **0177-2779803**
  - d) E-mail ids of contact personnel.:-[registrar@hpnl.ac.in](mailto:registrar@hpnl.ac.in)
- 3) Contract period :12 Months
- 4) Tender document can be downloaded from the University website free of cost. Detailed terms and conditions are given in the tender document.

  
Chairman  
Tender Committee

  
Registrar  
Tender Committee.

## Terms and conditions of the Tender

- 1) **Last date and time for depositing the Bids.** The sealed Bids should reach this office by 1300 hrs on 25.02.2026. The responsibility to ensure this lies with the Bidder.
- 2) **Manner of depositing the Bids.** The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid", and "Commercial Bid" as the bid may be. Sealed Bids then shall be put into third envelop for super scribed "Annual Rate Contract for Hiring of services for supply of water through water tanker" and should also bear the tender ref. no. HPNLU/20(50)-112(Tender)/2019-122 dated 24.02.2026. The quotes are to be with your firm's name, address, and official seal and ink-signed by an authorized representative of the Bidder. The same should be addressed to the, **The Registrar, Himachal Pradesh National Law University, Shimla** should be either be submitted by hand or may be send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delays or non-delivery/ non- receipt of Bid documents.
- 3) **Time and Date for opening of Bids.** Technical Bids will be opened on 26.02.2026 at 1200 hrs. On successful completion of the technical evaluation and after approval of TEC, Commercial Bid will be opened on the same day or as intimated to the bidders through notice placed on University website. (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
- 4) **Pre-Bid Queries.** The representatives of the firms may visit the University or can contact the officials as mentioned above for any queries. The queries will only be addressed up to 24.02.2026.
- 5) **Two-Bid System.** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened whose technical Bids are found complete/ suitable after technical evaluation is done by the buyer.
- 6) **Technical Bid.** The technical evaluation will be done by checking the requisite documents as per **Appendix 'A'**. The specifications of the items are placed at given in the preceding paragraphs. The decision of Technical Evaluation Committee regarding the selection of items/models with any given specification will be final and no correspondence regarding the same will be entertained thereof. Commercial Bid of firm technically qualifying will only be considered for commercial bid opening.
- 7) The tenderers are advised to first inspect the site of work and fully understand very carefully about the conditions/ nature of site before submitting tender.
- 8) The work shall have to be started within seven days from the date of issue of work order. In case, the work is not started with in above period, the earnest money shall be

 (Handwritten signature)

forfeited.

- 9) If the work is not found to be satisfactory, the University reserves the right to get the work done from another agency / contractor at the risk & cost of the contractor.
- 10) The Contractor shall adopt all safety measures, which are essential for the execution of the work. The University shall not be responsible for any mis-happening, if occurred while executing the work. The contractor is advised to have the insurance of his staff / workers and machinery against any mis happening while executing the work at his own level.
- 11) The University reserves all rights to divide the work and accept or reject any or all the bids without assigning any reason.
- 12) The operators are required to report at designated place as intimated by the office on daily basis as required.
- 13) The tankers operators are required to get the trip entered in register kept at the University gate with guards or by any other procedure as decided by the University and be counted towards the work performed.
- 14) University reserves the right to distribute the work among the firms/contractors willing to supply the same as per the rates quoted by L-1 bidder.
- 15) Any liability arising out of under the provisions of any Act i.e. Motor Vehicle Act, Labour Act, or any other Act as applicable will be the sole liability of the firm/contractor.
- 16) The mounted tanker should be in good condition such that there should not be any dripping/ leakages in water tanker.
- 17) **Penalty clause:** The firm/contractor to whom the contract is awarded is required to make 100% availability on daily basis as required. Failing which penalty @ Rs. 1,000/- per day will be levied.
- 18) The successful bidder within fifteen days of the acceptance of the work award shall execute a Performance Guarantee in the form of Demand Draft or Bank Guarantee of any nationalized/ scheduled bank, a sum equivalent to 5% of the contract value in favour of Registrar, HPNLU, Shimla . The Performance Bank Guarantee shall remain in force beyond two months the period of the Contract.
- 19) In case of continuous non-supply of desirable quality water tankers for a period of more than 7 days, the contract will be terminated and security amount will be forfeited.
- 20) **Payment terms:** Payment will be released on monthly basis on production of pre-receipted bill and duly verified by the officer authorized by the University.
- 21) The University reserves the right to terminate the contract at any stage without assigning any reason and reference to the volume of work. However the contractor can terminate the contract by giving at least one month prior notice.
- 22) The Contract on mutual consent can be further extended for a period of up to one year based on the satisfactory performance of the contractor.
- 23) Any corrigendum/amendment will be placed by the University on University website. The interested/participating bidders are advised to regularly visit the website <https://www.hpnl.ac.in>

Schedule of Requirement of Technical Bid

Guidelines for Preparation of Technical Bid: The Technical Bid should contain following information and details so as to enable the board of officers assess the firms financially, technically and infrastructure/ resources wise to undertake the said job:-

- (a) Tender Cost Rs 1180/- in the form of DD in favour of "The Registrar, HPNLU, Shimla **(Mandatory)**
- (b) EMD of Rs. 15000/- (Rupees fifteen thousand only) in the form of DD in favour of "The Registrar, HPNLU, Shimla. **(Mandatory)**
- (c) GST Registration (optional). If the bidder does not have a GST registration number, the vendor is required to submit a certificate/declaration regarding turnover as prescribed under the GST Act.
- (d) PAN copy **(Mandatory)**
- (e) The attested copy of valid registration of tractor and tankers should be submitted along with the bid and photo copy of the heavy duty vehicle license of drivers engaged should be submitted before issue of work order.
- (f) Experience if, any available the copy may be attached.

I hereby undertake that I have gone through the tender document and I accept all the clauses in the Tender.

Name of the Agency:- \_\_\_\_\_

Name of the Bidder:- \_\_\_\_\_

Signature & Stamp of Agency:- \_\_\_\_\_



## Commercial/Financial Bids

S.No	Description	UOM	Unit Price	Taxes	Amount
1	Hiring charges of tractors/truck/other vehicle with water tankers capacity 5000 litres or more for transportation of water from HPNLU Campus to Hostels of University outside the campus ,with a daily supply limits of upto 40000 liters . The hire charges include the cost of services of driver, supply of lubricants and diesel to the vehicle.	Per day			
2	Hiring charges for supply of potable/ drinkable water and transportation through tractors/truck/other vehicle with water tankers capacity 5000 litres or more to University campus/hostels of university . The hire charges include the all cost of water, services of driver, supply of lubricants and diesel to the vehicle etc	Per liter			
<b>Grand Total</b>					

**Note:** The quantity may increase or decrease as per the given clauses of the tender document.

Name of the Agency:- \_\_\_\_\_

Name of the Bidder:- \_\_\_\_\_

Signature & Stamp of Agency:- \_\_\_\_\_