



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

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

**TENDER FOR INVITATION OF BIDS FOR CAMC OF WATER PURIFIER
FOR THE FINANCIAL YEAR 2025-26**

**TENDER FOR INVITATION OF BIDS FOR CAMC OF WATER PURIFIER FOR
THE FINANCIAL YEAR 2025-26 INSTALLED AT HIMACHAL PRADESH
NATIONAL LAW UNIVERSITY, SHIMLA**

1) Bids in sealed cover are invited for CAMC of Water Purifier as per the specifications/conditions mentioned in the preceding 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, 7876134894**
- d) E-mail ids of contact personnel/Mob No.:- **registrar@hpnlu.ac.in, storesection@hpnlu.ac.in**

3) Scope of Work: CAMC of 28 numbers Water Purifier installed at various hostels and university campus.

Product	Make	Qty
Aqua guard (7 ltr) with 15 ltr/h purifying capacity	ASTOR Brand (RO+UV+MTDS+ACTIVE COPPER)	28

4) 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 "Bids for CAMC of Water Purifier for the Financial Year 2025-26" and should also bear the tender ref. no. HPNLU/Accounts/2025-26/Tender/01 dated **01.05** 2025. 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.

- 5) The sealed Bids should reach this office by 1300 hrs on 21.05.2025. The responsibility to ensure this lies with the Bidder. No bids shall be accepted after the aforesaid date and time. However, the competent authority reserves the right to extend the date/time for the receipt of bids. In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.
- 6) Technical Bids will be opened on 22.05.2025 at 1500 hrs. Commercial Bid opening will be intimated subsequently after approval of TEC. (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).
- 7) The tender should be accompanied by a Tender fee of Rs 500/- (Five Hundred) only in the form of crossed Demand Draft in favour of Registrar, HPNLU Shimla (Non-Refundable) and Earnest Money Deposit (EMD) of *2,000/- (Rupees Two thousand only) in the form of crossed Demand Draft from any scheduled bank drawn in favour of Registrar, HPNLU Shimla. In the absence of EMD and tender fee, the tender shall be rejected summarily. Micro & small enterprises registered with NSIC or Udyog Aadhaar Memorandum is exempted from submission of EMD subject to submission of valid certificate. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract and to the successful bidder after submission of Performance Security.
- 8) Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids. In case this office calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. The office may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 9) This office reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of this office in this regard shall be final and binding.
- 10) The Contract may be terminated if it is found that the bidder to whom the work has been awarded is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
- 11) The Contractor shall be providing the comprehensive AMC service for maintaining all the Purifiers. The scope of work includes:
 1. Minimum four visits (Quarterly) are mandatory during the contract period of one year and additional visits as and when required. Contractor will also submit the details of Water Purifier after repair/services to the office.
 2. In case of complaint/breakdown, fault in any equipment i.e motors, pump, UV barrel, SV, inline carbon, or any other items the firm has to attend the fault within two working days.

3. Unit checkup and general cleaning of water purifiers every month, chemical cleaning of cartridges as and when required, replacement of membrane.
 4. The AMC is for preventive as well as for break down maintenance and includes repair and replacement of the parts free of charge during the AMC period. Contractor will change parts like membrane (minimum once during AMC period).
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- 12) Quarterly payments shall be made by e-payment on rendering satisfactory services. The Contractor shall raise invoice at the end of each quarter and this office shall make all endeavor to make payments within 30 days from the date of the receipt of the invoice to the Contractor.
 - 13) This office shall be entitled to deduct in accordance with Applicable Law, Income Tax, GST and or withholding tax or other deductions (as the case may be), from any payments made to the Contractor.
 - 14) The earnest money of the firms, whose quotations are not approved, shall be released after the award of the contract to the successful tenderer. The successful bidder shall be refunded EMD amount after submission of 5% of contract amount as Performance Security. The validity of Performance Security should be 60 days beyond the contract period.
 - 15) Schedule of requirement for technical bids:
 - (a) Tender Cost Rs 500/- in the form of DD in favour of "The Registrar, HPNLU, Shimla (Mandatory)
 - (b) EMD of Rs 2000/- (Rupees Two thousand only) in the form of DD in favour of "The Registrar, HPNLU, Shimla. The MSME firms are exempted for deposit the EMD provided the MSME Reg. Certificate is provided with the bid. (Mandatory)
 - (c) GST Registration.
 - (d) PAN copy (Mandatory)
 - (e) Income Tax returns of previous three financial year. (Mandatory).
 - (f) Details of Turnover of Rs 5 Lakh or more each year 2021-22, 2022-23 and 2023-24.
 - (g) Experience in the form of satisfactory AMC Contract in about minimum Two [Government department, Govt/ Private (School, Colleges, University)] in previous three years .
 - 16) Number of water purifier / Aqua Guards may be increased/decreased according to requirement and payment will be released as per rates approved. The contract will have a Repeat Order Clause, where in the Service/items Provider/Supplier can order to extend contract for a period not more than six months on the same terms and conditions from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the User to place the Repeat order or not.
 - 17) Disputes of any will be subjected to Distt Court Shimla only

(Letter Head)
Technical Bids
ANNEXURE-I

Sno	Particulars	Remarks
1	Full Name of the Firm	
2	Firm's Address	
3	Telephone / Mobile No. (O)	
4	PAN/TIN No.	
5	GST No. (if exempted self-certificate enclosed)	
6	Has the firm been blacklisted	
7	Whether the firm has experience of 2 years (attach work order of AMC)	
8	Turnover of 5lakh or more each year 2021-22,2022-23,2023-24 (Income tax return of mentioned years)	

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I hereby undertake to provide the services as per the directions given in the Tender Notice.
4. I/ We give the rights to the competent authority of the Office of the HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA to forfeit the Earnest Money/Security deposit by me/us in case of breach of conditions of Contract.

(Signature & Official Seal)
Full Name & Designation

(Letter Head)
ANNEXURE-II

Financial Bids
CAMC of Water Purifiers (Aqua Guard) for the financial year 2025-26

Product	Make	Quantity	Per Unit Rate Quoted (including GST and other charges	Total Quoted Amount
Water Purifier (7 ltr) with 15 ltr/hour purifying capacity	ASTOR Brand (RO+UV+MTDS+ACTIVE COPPER)	28		
Total Bid Price for CAMC of 28 Water Purifiers (Prices should be exclusive of GST/Taxes)				

(Signature & Official Seal)
Full Name & Designation