

**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
(Established under the Himachal Pradesh Act No. 16 of 2016)



**Tender for Supply of Vehicle - School Bus " to Himachal Pradesh National Law University, Shimla**

**16 Mile, Shimla-Mandi National Highway, Ghandal,  
District-Shimla, Himachal Pradesh-171014**

**Ph.No.0177-2779802, 803**

**Website: <http://hpnlu.ac.in>**

**Email:- [registrar@hpnlu.ac.in](mailto:registrar@hpnlu.ac.in)**

*[Handwritten signatures and initials in blue ink]*

**Tender for Supply of Vehicle – School Bus ” to Himachal Pradesh National  
Law University, Shimla**

Duly sealed tenders are invited on behalf of The Registrar, Himachal Pradesh National law University Shimla for purchase of 2 No. of School Bus (40+Driver Seater) strictly as per the specification. Only reputed OEM/Authorized Dealers are requested to quote their minimum rates (on road price) strictly as per the tender specifications/or exceeding it (No price advantage would be given for higher specification) in attached price bid format as Annexure "A". Third party/reseller bids shall not be accepted. The Authorized dealer must have Captive service station in Shimla area.

**TERMS AND CONDITIONS:**

- 1) Last date and time for depositing the Bids. The sealed Bids should reach this office by 1300 hrs on 12 December, 2024. 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" (as per Annexure-A) and "Commercial Bid" ( as per Annexure-B) as the bid may be. Sealed Bids then shall be put into third envelop for super scribed "Supply of School Bus to HPNLU", Shimla and should also bear the tender ref. no. i.e. HPNLU/Store/2024-25/Tender/ 03. The quotes are to be with your firm's name, address, 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.** The bids 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 13<sup>th</sup> December, 2024 at 1100 hrs. Commercial Bids of qualified bidders will only be opened on 1600 hrs on 14<sup>th</sup> December, 2024 or as the day specified (after the approval of TEC). (If due to any exigency, there is any change in the due date for opening of the Bids or the due date is declared a closed holiday, the Bids will be opened on the day decided by the Committee/Buyer or next working day at respectively which shall be intimated to the respective bidders either telephonically or by email.
- 4) **Tender Document:**  
Tender document can be downloading from university website <https://hpnlu.ac.in> . Bidder must read the document carefully and should submit a copy of full tender document duly stamped and signed on each page by authorized signatory.
- 5) The bidders must submit the following with their Bid:
  - (1) Valid dealership of respective OEM.
  - (2) Brochure containing complete specifications and features of the vehicle offered.
  - (3) List of authorized service station in Shimla.
  - (4) Copy of tender document stamped and signed on each page.

Offer must be on letter head of the agency and strictly as per price bid format attached herewith as annexure "A".

6) **An Earnest Money Deposit of Rs 1,20,000/- ( One Lakh Twenty Thousand only) in form of Demand Draft or Bank Guarantee drawn in favor of The Registrar, Himachal Pradesh National Law University, Shimla shall be submitted along with the technical bid. Agency registered with the MSME shall be exempted from the submitting the EMD. Such firms should submit their valid MSME certificate. The Bids not accompanied with earnest money or without MSME certificate shall be summarily rejected.**

7) Dealership certificate from OEM and brochure containing specifications of vehicles must be submitted with offer.

8) Discounts/ corporate discount, Delivery period, Guarantee/ Warranty period/ Extended Warranty, Taxes, or any other financial term must be clearly mentioned in the offer. If taxes are not mentioned then rates will be considered as inclusive of all.

9) List of standard accessories, which comes with new vehicle, must be clearly mentioned with quantity.

10) **Note:**

Interested bidders must ensure about availability of sufficient authorized service and maintenance network located in Shimla for providing prompt service support as and when required. Kindly enclose address and contact numbers of such authorized workshops.

11) **Rejection of Bids.**: Canvassing by the Bidder in any form, unsolicited letter and post tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12) **Validity of Bids.** The Bids should remain valid till 90 days from the last date of submission of the Bids.

13) **Delivery Period:**

The goods/items are required to be delivered within 30 days from the date of supply order during working days except all Sundays & Gazetted Holidays.

14) **Penalty for delayed services/LD :**

Delayed delivery beyond delivery period agreed will be liable for liquidated damages @ 0.5% of order value per week delay or part thereof subject to a maximum of 5% of supply order value. Such money will be deducted from any amount due or which may become due to supplier. Further, the larger delay in delivering the order will be liable to cancellation of order and forfeiture of EMD.

15) **Payment Terms:**

The payment shall be released within 45 days by cheque/ online transfer by the HPPWD, Dharm Division after receipt & acceptance of ordered items in good condition, on submission of pre-receipt deposited to HPNLU (the delivery Unit). Bidders are required to submit their bank account details of the company for online transfer of payment along with the invoice.

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16) **Pre-Bid Queries.** The representatives of the firms may visit the University or can contact the official (Mb:- 7832912831 – Registrar, HPNLU Shimla,) can drop an email at [registrar@hpnlu.ac.in](mailto:registrar@hpnlu.ac.in) for any related queries. The queries will only be addressed up to 09 December, 2024.

Registrar  
HPNLU, Shimla



Annexure "A"

GENERAL INFORMATION ABOUT THE BIDDER

Sl.NO	Description	Details
1	Name of Agency	
2	Postal Address	
3	GST Number	
4	Telephone and Email Address	
5	Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination	
6	Manufacturer Details	
7	Experience / Details of past three contract orders for supply of same items in PSU/Central/ State or State Funded Organization	
8	Address and contact numbers of authorized service stations in Shimla	
9	Details of Bank Account of Agency	

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

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

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

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**Technical specifications mentioned below are minimum. The acceptance of any higher specification product will only be accepted, if approved by the Technical Committee and Purchase Committee.**

1. **Schedule of Requirements:**

Specifications		Specification compiled with ( Yes/No)
<b>Vehicle Type 1– School Bus with 40+Driver Seat, Air Conditioned, 2*2 seating layout along with High Back Seats and Push Back Facility.</b>		
Fire Extinguishers	1 to be fitted on forward and 1 in rear	
Power Steering		
Fuel Type- Diesel		
Seating Capacity (*2 layout)	40+Driver with High Back seats along with Push back facility	
A.C Coach ( Semi-Deluxe)-Mandatory		
Yellow ( color)		
Engine Power with min 117kw(@ 2600 RPM		
Gear shift – Manual should be fitted with bus speed limiter		
Should have HPNLU Logo and name on two sides and rear		
GPS Box, First Aid Kit		
CCTV as per applicable norms of the Government		
Registration- To be done by the dealer prior to delivery		
Warranty- In complete years/in complete kilometer run		

Specifications		Specification compiled with ( Yes/No)
<b>Vehicle Type 2 – School Bus with 40+Driver Seat, 2*2 seating layout .</b>		
Fire Extinguishers	1 to be fitted on forward and 1 in rear	
Power Steering		
Fuel Type- Diesel with Fuel Tank capacity of 150 liter or more		
Yellow ( color)		
Engine Power with min 125 HP, Non-AC with 4 cylinder		
Gear shift – Manual should be fitted with bus speed limiter		
Should have HPNLU Logo and name on two sides and rear		
GPS Box, First Aid Kit		
CCTV as per applicable norms of the Government		
Registration- To be done by the dealer prior to delivery		
Warranty- In complete years/in complete kilometer run		

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

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

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

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Annexure - "B"

COMMERCIAL BID

1. **Price Bid Format:** The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:

<u>Sr. No.</u>	<u>Description</u>	<u>Qty</u>	<u>Quoted Rates</u>	
1.	School bus with 40+1 Seater having high back seats along with Push back facility with fully AC Built	01	Base Price	
			Discount, if any	
			Net Base Price	
			GST, If any	
			RTO	
			Insurance	
			TCS	
			Other fees/taxes if any	
Total Price				
2.	School Bus with 40+Driver Seat, 2*2 seating layout	01	Base Price	
			Discount, if any	
			Net Base Price	
			GST, If any	
			RTO	
			Insurance	
			TCS	
			Other fees/taxes if any	
Total Price				

- The price of the bus shall include a complete break up showing the basic price, GST, other levies, forwarding charges, freight and insurance charges, and other charges, if any.

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

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

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

MANDATE FORM  
(Account Information form)

**A. Details of Account Holder :**

Name of Account Holder /Firm:  
Complete Contact Address:  
Mobile Number:  
Email Id:  
Pan:  
GST No:

**B. Bank Account Details :**

**Account Name:**  
**Branch Name:**  
**Telephone no:**  
**Branch Code:**

Note: Please attach a cancelled cheque along with account information details.

Complete Bank Account Number (Please note that Bank account must be in the name of the firm as appeared in the bill)

**IFSC CODE:**  
**Type of Account:**  
**MICR CODE OF BANK:**

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all the reason of incomplete or incorrect information I would not hold the HPNLU responsible.

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

