



भारतीय जन संचार संस्थान  
Indian Institute of Mass Communication  
(Deemed to be University)  
North-Eastern Regional Campus, Aizawl, MZU Tanhril - 796004

IIMC/NERC/RDO/2025-26/

Date: 11.02.2026

## NOTICE INVITING QUOTATION

### Expression of Interest for Providing Water Supply Services

The Indian Institute of Mass Communication, North-Eastern Regional Campus (IIMC, NERC), Aizawl, invites **sealed quotations in the form of Expression of Interest (EoI)** from reputed and experienced vendors for providing water supply services through tankers to the campus from March 2026 to February 2027.

#### 1. Tender Particulars

Sl. No.	Particulars	Details
1.	Quotation Fee	₹ Nil
2.	Last Date for Submission	05.03.2026
3.	Date & Time of Bid Opening	13.03.2026
4.	Contact Address	Regional Director, IIMC NERC, MZU Campus, Aizawl – 796004

#### 2. Scope of Work

The vendor shall supply potable water to the IIMC Aizawl Campus through water tankers and supply is to be executed strictly on demand as communicated by the Institute's authorized representative.

#### 3. Terms & Conditions

The vendor shall ensure the following without fail:

- Tankers must supply clean, potable water fit for general domestic and institutional usage.
- The vehicle and tanker deployed shall maintain valid documentation (RC, insurance, fitness, pollution certificate, and driver's licence).
- All deliveries must be logged, acknowledged, and invoiced as per institutional protocol.

#### Performance Standards

Consistent, timely, and uninterrupted service is non-negotiable. Any deviation, lapse, or non-performance will trigger corrective action—up to and including termination of this work order. The Institute expects operational discipline and service reliability without exception.

#### **4. Proposal Submission Requirements**

Interested vendors must submit the following documents in a **sealed envelope**:

- i. Quotation indicating **cost per thousand litres of water** all-inclusive, covering labour, transportation, taxes, surcharges, and any statutory obligations.
- ii. Brief profile of the vendor.
- iii. Copies of PAN, Aadhaar, Bank Account details.
- iv. Copies of GST Registration.

#### **5. Bid Structure**

##### **A. Technical Bid (Annexure I)**

- i. Letter of Expression of Interest
- ii. Agency profile with relevant experience details
- iii. Copies of statutory registrations and licenses (PAN and GST)
- iv. Contact details (Address, Phone, Email)
- v. Undertaking regarding acceptance of all tender terms

##### **B. Financial Bid: (Annexure II)**

Quotation indicating **cost per thousand litres of water** all-inclusive, covering labour, transportation, taxes, surcharges, and any statutory obligations.

#### **6. Submission Procedure**

The proposal must be submitted in a **sealed envelope** clearly marked:

**“EOI for Water Supply Services to IIMC Aizawl”**

Addressed to:

**The Regional Director**

Indian Institute of Mass Communication

North-Eastern Regional Campus

MZU Campus, Aizawl – 796004, Mizoram

**Phone:** +91 93669 13862, +91 8837480040

**Email:** [iimcnercrdoffice@gmail.com](mailto:iimcnercrdoffice@gmail.com)

#### **7. General Instructions**

- i. Incomplete or conditional tenders are liable to be rejected.
- ii. The Institute reserves the right to accept or reject any or all bids without assigning any reason.
- iii. The complete tender document will be available on the Official IIMC Website and on the noticeboard of Aizawl Campus and can be obtained from the Administration Office.

Prof. Shashwati Goswami, PhD

**Regional Director**

## **ANNEXURE-I: TECHNICAL BID**

*(To be placed in a sealed envelope marked "Technical Bid")*

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be filled by Vendor</b>
<b>01</b>	Name of the Vendor/Agency	
<b>02</b>	Registered Office Address	
<b>03</b>	Name of Contact Person & Phone Number	
<b>04</b>	Email Address	
<b>05</b>	PAN Card Number (Attach Copy)	
<b>06</b>	GST Registration Number (Attach Copy)	
<b>07</b>	Aadhaar Number (Attach Copy)	
<b>08</b>	Bank Account Details (Attach Passbook/Cheque)	
<b>09</b>	Brief Profile/Experience in Water Supply	

### **Undertaking:**

1. I/We hereby certify that I/we have read the entire terms and conditions of the NIQ document from Page no. 1 & 2 (including all documents like annexures, schedules, etc.).
2. I/We shall abide by the conditions and clauses contained therein.
3. I/We guarantee that the water supplied shall be potable, clean, and fit for domestic and institutional usage.
4. I/We undertake that all vehicles/tankers deployed will possess valid RC, Insurance, Fitness, Pollution Certificates, and the drivers will hold valid licenses.
5. I/We understand that consistent and timely service is non-negotiable and that any lapse may lead to the termination of the work order.
6. I/We declare that our firm has not been debarred or blacklisted by any Government organization or Institute.
7. The information provided in this proposal is true to the best of my/our knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

## ANNEXURE-II: FINANCIAL BID

(To be placed in a separate sealed envelope marked "Financial Bid")

**Subject:** Quotation for Water Supply Services (March 2026 – February 2027)

Sl. No.	Description of Service	Rate per 1,000 Litres (INR)
01	Supply of potable water to IIMC NERC Campus through tankers, including labour, transportation, surcharges, and statutory obligations.	
02	Applicable GST (%)	
03	Total All-Inclusive Rate	

**Total Rate in Words (per 1,000 Litres):**

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**Note:**

- The rate quoted above is all-inclusive as per the requirements of the NIQ.
- The supply will be executed strictly on demand as communicated by the Institute.
- The Institute reserves the right to accept or reject any or all bids without assigning any reason.

**Signature of the Vendor:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Seal:** \_\_\_\_\_