

NORTH EASTERN HILL UNIVERSITY
CAMPUS DEVELOPMENT DEPARTMENT
SHILONG
NOTICE INVITING E-QUOTATION

On behalf of the North Eastern Hill University, e-quotations are invited from the eligible & Authorised electrical Dealers / electrical retailers/Suppliers with processing fee as applicable and stated below (**Non-refundable**) , for the following work. The quotations will be submitted online website <https://nehu.euniwizarde.com> and will be opened in the presence of the suppliers or their authorized representative if any as per schedule.

<i>Sl. No.</i>	<i>Particulars of work</i>	<i>Estimated Amount</i>	<i>Earnest Money</i>	<i>Time of Completion</i>	<i>Quotation Processing Fee</i>
(A)	Procurement of materials for replenishment of store materials for carrying out day to day maintenance works in the departments, offices, hostels and residential staff quarters etc. at Permanent Campus, NEHU, Shillong.	Rs. 1,97,535.00	Rs.3950.00(Rs 1975.00 for SC/ST)	20 (twenty) days	500 + GST (18%)

NOTE:

1. **The quotationers fulfilling the required criteria as specified in the detailed notice** may download the quotation document from the website <https://nehu.euniwizarde.com> and submit online as per the schedule given below. However, the quotation documents can also be viewed in the website of the university www.nehu.ac.in

Date and time of quotation publication in the websites.	18 th November' 2021 (After 4.00 P.M)
Date and time for closing of on line submission.	08 th December' 2021 (Upto 12.00 Noon)
Date and time for opening of Technical bid document.	08 th December' 2021 (Upto 1.00 PM)
Date and time for opening of Financial bid.	08 th December' 2021 (Upto 1.05 PM)

2. **Required Earnest money in the form of Call Deposit/Demand Draft/Banker's Cheque duly pledged to NEHU, Shillong along with all relevant self attested copies of certificates as stipulated in the Technical sheet are to be submitted to the Office of the Executive Engineer before the scheduled opening of quotation.**
3. **Joint ventures are not accepted.**
4. Quotationers should quote their rates in the given E-Price Sheet only.
5. The date and time of receipt of quotation shall remain unchanged despite the day being declared as holiday; however, the date and time of opening will be next working day and same time as stipulated earlier.
6. **Rates quoted to be inclusive of taxes on account of GST,** and any incidental charges at F.O.R. NEHU, permanent campus, Shillong for complete supply item of the work. **The quotationer should have valid GST registration as authorized by the Sales Tax department.**

7. The University reserves the right not necessarily to accept the rate of the lowest quotationer and may reject any or all the quotations without assigning any reason thereof.
8. Supplier should put his/her full name and address in the specified column in the quotation document. Quotations of those suppliers who give only the initial without giving full name will be rejected.
9. In case the supplier fails to complete the work within the stipulated time mentioned in the work order, then action shall be taken against such supplier at the discretion of the University's authority which may lead to debar him from further participation in NIQ of the University etc.
10. The quotation shall be received & opened on the next working day, in case the date stipulated for receipt & opening of Tender in this NIT is declared a Holiday/ non-working day.
11. All taxes shall be payable by the supplier as per the prevailing rates at the time of making payment.
12. Income tax and cess shall be leviable, at the rate in force at the time of making payments, as amended by the Government of India/Government of Meghalaya as the case may be, from time to time.
13. Non Tribal Contractors should furnish "Trading License" issued by the competent authority, within 30(thirty) days of receipt of Offer letter, failing which their Tender shall be disqualified.
14. All materials should be of approved make manufacture confirming to the relevant specification and I.S Code/ standards. Quotationers shall quote name of the make of respective item and it is essential.
15. Notwithstanding the various conditions prescribed in the Quotation document, the University may relax one or more such conditions, if required, in favour of deserving Quotationer, in the interest of the University, without compromising with the quality & standard so required for implementation of the work.
16. The estimated amount shown in the NIQ is indicative only. The quotation shall be evaluated based on the actual estimated cost of the works as shown in the comparative statement.
17. The quotationers are advised to see <https://nehu.euniwizarde.com> and www.nehu.ac.in regularly, as any corrigendum or addendum shall be put on these websites only.
18. **Please note that near relatives of the officers and staff of CDD are not allowed to participate in the quotation. In case it is found so, the quotation of such quotationer will be disqualified. The term 'relative' for this purpose would be as who are not near relatives of University Engineer/Divisional Accountant or Superintending Engineer or Executive Engineer or /Assistant Engineer/Junior Engineer of the University.**
 - a. **Note: A near relative means wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.**

Sd/-
EXECUTIVE ENGINEER

No. CD/Estm/4104/2021 -- 1738

Dated : 16/11/2021

Copy to :-

1. The P.S. to Vice Chancellor, NEHU, Shillong
2. The S.P.A. to Registrar, NEHU, Shillong.
3. The Finance Officer, NEHU, Shillong.
4. The CVO, NEHU, Shillong.
5. The Technical Branch, CDD, NEHU, Shillong
6. The Public Information Officer, CDD, NEHU, Shillong.
7. The Technical Officer, VSAT, NEHU, Shillong, with a request to insert the NIT in the web site of the University.
8. NOTICE BOARD

Sd/-
EXECUTIVE ENGINEER

Note: Submit Price Bid online <https://nehu.euniwizarde.com/> in available template

NORTH EASTERN HILL UNIVERSITY

E-QUOTATION Document for “Procurement of materials for replenishment of store materials for carrying out day to day maintenance works in the departments, offices, hostels and residential staff quarters etc. at Permanent Campus, NEHU, Shillong.”



CAMPUS DEVELOPMENT DEPARTMENT

2021-22

Signature of the Supplier _____

Signature attested

North Eastern Hill University, Shillong invites E-quotation for “Procurement of materials for replenishment of store materials for carrying out day to day maintenance works in the departments, offices, hostels and residential staff quarters etc. at Permanent Campus, NEHU, Shillong” as per details given in the quotation document uploaded on <https://nehu.euniwizarde.com> and published quotation info also available on CPP Portal <https://eprocure.gov.in/epublish/app>.

The offers, in the prescribed format, shall be submitted online at <https://nehu.euniwizarde.com> as per the quotation document. No quotation will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-quotation website <https://nehu.euniwizarde.com>. The quotation document is also available on North Eastern Hill University website: <https://www.nehu.ac.in/> for reference only but not for submission. **However, for the purpose of submission, the website <https://nehu.euniwizarde.com> should be referred to. NIT can also be seen on CPP Portal <https://eprocure.gov.in/epublish/app>.**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-quotation Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-quotation Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-quotation Portal.

More information useful for submitting online bids on the e-quotation Portal may be obtained at: <https://nehu.euniwizarde.com>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://nehu.euniwizarde.com>) with clicking on the link “**Online bidder Registration**” on the e-quotation Portal by paying the **Registration fee of Rs. 2360/- per year through online banking..**
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal.**

SEARCHING FOR QUOTATION DOCUMENTS

There are various search options built in the e-quotation Portal, to facilitate bidders to search active quotations by several parameters. These parameters could include Quotation ID, Item/work id, Title, Date, etc.

2. Once the bidders have selected the quotations they are interested in, they can pay the processing fee Rs. 500 + GST (18%) (NOT REFUNDABLE) by net-banking / Debit / Credit card and there after they may download the required documents / quotation schedules, Bid documents etc. Once both registration fee (one time fee in a year) and processing fee is paid, quotationers will be moved to the respective “requested” Tab. This would enable the e-quotation Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the quotation document.

To

The University Engineer,
Campus Development Department
NEHU, Shillong- 793 022.

Subject: E-Quotation for the work (Name of the work Procurement of materials for replenishment of store materials for carrying out day to day maintenance works in the departments, offices, hostels and residential staff quarters etc. at Permanent Campus, NEHU, Shillong.

Sir,

I/we have the honour to submit herewith e-quotation for the above mentioned work for
Rs _____(Rupees _____) only for consideration and orders.

I/We/am/are registered class _____() supplier of _____.

I/We submit herewith the following documents for your consideration please.

1. Attested photocopy of my/our registration certificate.
2. Attested passport size photo of myself(or of the person)(s) authorized to operate the contract in case of registered firm.
3. Money receipt /Bank Draft for payment toward the cost of the quotation paper.
4. Attested photo copy of income tax clearance certificate for the year _____
5. Attested photo copy of Registration certificate for Goods and Services Tax
6. Attested copy of Tribal Certificate.(If applicable)
7. Attested photo copy of Nationality certificate.
8. Attested photo copy of professional tax certificate for the year _____
9. Attested photo copy of Trading Licence from KHADC (In case of Non Tribal Supplier).(If applicable)
10. Earnest money amounting to Rs. _____ in the form of call deposit/Demand Draft no _____ Dated _____.
11. I / we have the following machineries of my / our own for using in the work.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

I/we have the qualified Engineer.

- 1 Shri/Smt _____
- 2 Shri/Smt _____
- 3 Shri/Smt _____

Our employees to supervise the work.(s)

I/We have gone through the detailed quotation document and agree to execute the work if allotted to me/us as per the terms and condition laid down therein and at the quoted rates by me/us in Annexure I.

I/We also pledge to execute the work my self/ourselves without subletting to others.

Yours faithful

(Signature of the supplier)

Registration no

Name and address _____

Phone No. _____

NORTH EASTERN HILL UNIVERSITY
CAMPUS DEVELOPMENT DEPARTMENT
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NORTH EASTERN HILL UNIVERSITY

E-TENDER TECHNICAL SHEET

Bidder Name		
S.NO	Check List	Upload
1	Attested photocopy of my/our valid registration certificate / valid authorised dealership certificate(in case of procurement) / valid electrical contractor license. Form E, B, C of relevant part in respect of electrical works. (whichever is applicable)	
2	Attested passport size photo of myself(or of the person)(s) authorized to operate the contract in case of registered firm.	
3	Attested photo copy of income tax clearance certificate (if applicable).	
4	Attested photo copy of Registration certificate for Goods and Services Tax	
5	Attested copy of Tribal Certificate.(If applicable)	
6	Attested photo copy of professional tax paid certificate for the relevant year	
7	Attested photo copy of Trading Licence from KHADC (In case of Non Tribal Contractor).(If applicable)	
8	Self attested photo copy of " Letter of EPF Code No "	
9	Scanned Copy of Earnest money in the form of call deposit/Demand Draft/Banker's Cheque duly pledged to NEHU, Shillong. Original to be submitted to the office of the Executive Engineer before the schedule opening of tender.	

PRICE BID
C. D. D. NEHU, Shillong

Name of work - Procurement of materials for replenishment of store materials for carrying out day to day maintenance works in the departments, offices, hostels and residential staff quarters etc. at Permanent Campus, NEHU, Shillong.

COMPARATIVE STATEMENT

Sl.No	Item Specifications	Qty	Unit	Rate	AMOUNT
1	LED bulb 5W pin type. Havells/ HPL/ ISI approved.	10	Nos		
2	LED bulb 10W pin type. Havells/ HPL/ ISI approved.	10	Nos		
3	LED bulb 23W pin type. Havells/ HPL/ ISI approved.	10	Nos		
4	GLS Lamp 40/60W. ISI approved.	55	Nos		
5	Angle holder. ISI approved.	10	Nos		
6	Batten holder. ISI approved.	10	Nos		
7	Ceiling rose. ISI approved.	20	Nos		
8	(a) Geyser element 1.5kw triangular(Small). ISI approved.	5	Nos		
	(b) Geyser element 1.5kw triangular(Big). ISI approved.	2	Nos		
	(c) Geyser element combistat type. ISI approved.	5	Nos		
9	Thermostat. ISI approved.	10	Nos		
10	16A 6 pin switch socket combine w/o box. Make - Anchor/ Maru/ ISI approved.	20	Nos		
11	Starter for tube light. Make- Bajaj/ equivalent/ ISI approved.	50	Nos		
12	Electronic ballast. Make- Bajaj/ equivalent/ ISI approved.	70	Nos		
13	5A F/T switch. Make - Anchor/ Maru/ ISI approved.	20	Nos		
14	5A F/T socket . Make - Anchor/ Maru ISI approved.	20	Nos		
15	LED tube light fitting batten type 22W. Make- Havells/ Bajaj/ ISI approved.	250	Nos		
16	16A 3 pin plug top. Anchor/Maru.	10	Nos		
17	5A plug top. Anchor/Maru.	10	Nos		
18	LED 20W pin type. Make- C&S HPL/ISI approved.	5	Nos		
19	LED 30W pin type. Make- C&S HPL/ISI approved.	5	Nos		
20	Analogue time switch. Make- L&T/ ISI approved.	2	Nos		
21	Modular Power Contactor 3 pole. Make- L&T	2	Nos		

22	Black Tape	20	Nos		
23	Calling bell. Make- Anchor/ Maru/ ISI approved.	5	Nos		
24	Tube 36/40W.	90	Nos		
25	Screw 1"	5	Pkt		
26	Screw2"	3	Pkt		
27	Gutka	3	Pkt		