

# **NORTH EASTERN HILL UNIVERSITY E-TENDER DOCUMENT FOR**

**“Minor repairing work in General Toilet at First Floor of Examination Building at permanent Campus, NEHU, Shillong”.**



**CAMPUS DEVELOPMENT DEPARTMENT**

**2021**

**Signature of the Contractor** \_\_\_\_\_

**Signature attested**

North Eastern Hill University, Shillong invites E-tenders for **“Minor repairing work in General Toilet at First Floor of Examination Building at permanent Campus, NEHU, Shillong”**.

as per details given in the tender document uploaded on <https://nehu.euniwizarde.com> and published tender 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 tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://nehu.euniwizarde.com>. The tender 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-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender 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-tender Portal by paying the **Registration fee of Rs. 2360/- (One time fee) 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 TENDER DOCUMENTS**

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

2. Once the bidders have selected the tenders 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 / tender schedules, Bid documents etc. Once both registration fee (one time fee ) and processing fee is paid, tenderers will be moved to the respective “requested” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

To

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

Subject: E-Tender for the work (Name of the work): **“Minor repairing work in General Toilet at First Floor of Examination Building at permanent Campus, NEHU, Shillong”.**

Sir,

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

I/We/am/are registered class \_\_\_\_\_ ( ) contractor 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 tender 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 Contractor).(If applicable)
10. Earnest money amounting to Rs. \_\_\_\_\_ in the form of call deposit/Demand Draft no \_\_\_\_\_ Dated \_\_\_\_\_.

**11. Self attested copy of letter of EPF Code No .**

12. 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 tender 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 faithfully

(Signature of the contractor)

Registration no

Name and address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

NORTH EASTERN HILL UNIVERSITY  
CAMPUS DEVELOPMENT DEPARTMENT  
SHILLONG  
**NOTICE INVITING E-TENDER**

On behalf of the North Eastern Hill University, e-tenders are invited from the approved, eligible & Registered Contractors of appropriate Class, registered with the Central Public Works Department / the Meghalaya State PWD (building) / M.E.S., with processing fee as applicable and stated below (**Non-refundable**), for the following work. The tenders will be submitted online website <https://nehu.euniwizarde.com> and will be opened in the presence of the contractors or their authorized representative if any as per schedule.

Sl. No.	Particulars of work	Estimated Amount	Earnest Money	Time of Completion	Tender Processing Fee
(A)	<b>“Minor repairing work in General Toilet at First Floor of Examination Building at permanent Campus, NEHU, Shillong”.</b>	Rs 50,577.00	Rs1000.00(Rs 500.00) for SC/ST)	1 (One) Month	500 + GST (18%)

**NOTE:-**

1. The tenderers fulfilling the required criteria as specified in the detailed notice may download the tender document from the website <https://nehu.euniwizarde.com> and submit online as per the schedule given below. However, the tender documents can be viewed in the website of the University [www.nehu.ac.in](http://www.nehu.ac.in).

Date and time of tender publication in the websites.	16 <sup>th</sup> Dec'2021 (After 4.00 PM)
Date and time for closing of on line submission.	18 <sup>th</sup> Jan'2022(up to 12.00 Noon)
Date and time for opening of Technical bid document.	18 <sup>th</sup> JAN'2022 (1.00 PM)
Date and time for opening of Financial bid.	18 <sup>th</sup> Jan'2022 (1.30 PM)

2. Required Earnest money in the form of Call Deposit/Demand Draft/Banker's Cheque duly pledged to NEHU, Shillong is to be submitted to the Office of the Executive Engineer before the scheduled opening of tender.

**Note : EMD to be submitted in closed envelope (avoid Staple) , mentioning the name of work and name of participant on it, for each work separately.**

3. Joint ventures are not accepted.
4. Prospective tenderers should not have abandoned any work nor any of the Contracts should have been rescinded during the last seven years ending last day of the month of Nov' 2021.
5. The date and time of receipt of tender 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. The contractor should arrange all the machineries & materials of specified quality by himself from open markets. The list of machineries possessed by the tenderer should be enclosed.
7. The rates should be quoted on percentage/item rate basis in the given price bid sheet.

- 8 The University reserves the right not necessarily to accept the rate of the lowest tenderer and may reject any or all the tenders without assigning any reason thereof.
- 9 Contractors may inspect the site & source of Construction materials , if required, before casting tender.
- 10 Contractor should put his/her full name and address in the specified column in the tender document. Tenders of those contractors who give only the initial without giving full name will be rejected.
- 11 In case the contractor fails to complete the work within the stipulated time mentioned in the work order, then action shall be taken against such contractor at the discretion of the University's authority which may lead to debar him from further tendering in the University etc.
- 12 The contractor shall be exempted from payment of forest royalty only if he/she produces either (1) a money receipt issued by the forest department or (2) a printed challan provided by the dealers/quarry owners for the consignments duly stamped by the Forest Department. Any other document produced thereof shall not be taken in to account as a legitimate proof for claim of exemption of deduction of forest royalty, in which case, forest royalty will be recovered as per the following rates :
  - a. Stone, Gravel, Boulder, Shingle @ Rs. 240.00 ( Rupees Two Hundred Forty)only per cum +Taxes applicable.
  - b. Sand : @ Rs. 90.00 ( Rupees Ninty)only per cum + Taxes applicable
  - c. Squared stone: Rs.280.00 ( Rupees Two Hundred Eighty) only per cum+ Taxes applicable
  - d. Earth and Clay: Rs.100.00 (Rupees One Hundred) only per cum+ Taxes applicable.
  - e. However in the event of revision of rates for royalty by the Government, same shall suo moto apply and contractor shall be liable to pay royalty at the prescribed revised rates.
- 13 Water charges @ 0.10% of value of work done shall be deducted from the Bills (Running or Final) of the Contractor, if water connection is provided by NEHU for use in Construction works / Labour shed.
- 14 Electricity charges shall be deducted from the Bills (Running or Final) of the Contractor, as per meter reading if Electricity connection is taken for use in Construction works / Labour shed from the University's resources. The meter (MeECL Tested) shall be provided by the Contractor along with service connection from the nearest available source failing which Electricity charges @ 0.50% L.S. of value of work done shall be deducted from the Bills (Running or Final) of the Contractor.
- 15 Registration certificate for Goods and Services Tax should be submitted with the tender.
- 16 All taxes shall be payable by the contractor as per the prevailing rates at the time of making payment.
- 17 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.
- 18 Self attested copy of letter of EPF Code No to be furnished along with the tender failing which the tender will be treated invalid.
- 19 Non Tribal Contractors should furnish "Trading License" issued by the competent authority, without which their Tender shall be disqualified.
- 20 The specification & make of individual items as per BOQ is for reference & to be followed under normal circumstances. However, products of equivalent range, quality & make may be allowed with approval by the Engineer-in-charge.

- 21 Notwithstanding the various conditions prescribed in the Tender document, the University may relax one or more such conditions, if required, in favour of deserving Tenderer, in the interest of the University, without compromising with the quality & standard so required for implementation of the work.
- 22 Rebate offered by the prospective tenderer in percentage rate tender are liable to be rejected. However the unconditional rebates offered in the case of item rate tender can be considered.
- 23 The tenderers are advised to see <https://nehu.euniwizarde.com> and [www.nehu.ac.in](http://www.nehu.ac.in) regularly, as any corrigendum or addendum shall be put on these websites only.
- 24 Successful tenderer shall have to obtain form II from the Registering Officer, Meghalaya Building and Other Construction Workers Welfare Board, Shillong, failing which their payment (Running/Final) shall not be released.
- 25 Please note that near relatives of the officers and staff of CDD are not allowed to participate in the tender. In case it is found so, the tender of such tenderer 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.
- 26 The contractor who will be awarded the work shall have to furnish to us and also to the office of EPFO, Shillong- 793003, a copy of monthly deposited ECR/Challan along with the names of employees enrolled there under, failing which payment for the work shall be withheld.**
- 27 It will be incumbent on the part of the tenderer to get the registration renewed immediately on its expiry, since un-renewed registration shall not be considered beyond 6(Six) months of its expiry.**

Sd/  
EXECUTIVE ENGINEER  
CDD, NEHU, Shillong

No CD/ESTM/4083/2021- 773

Dated : 15 /12/2021

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. NOTICE BOARD

Sd/  
EXECUTIVE ENGINEER  
CDD, NEHU, Shillong



E-TENDER DOCUMENT FOR PIECE WORK  
North-Eastern Hill University,  
Shillong Meghalaya ,  
TenderAgreementNo /.....of

**Tender for Piece Work**

**(FOR ALL WORKS AMOUNTING TO Rs.1.00 LAKH AND BELOW)**

*I do hereby tender to execute the under mentioned description of work, and in accordance with the conditions noted overleaf, in consideration of payment being made for the quantity of work executed at the rate specified in the following schedule :-*

ANNEXURE I

**LIST OF NON-SCHEDULE ITEMS**

SL. No	ITEM	UNIT	QUANTITY
	NIL	-	-
	NIL	-	-

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

CONDITIONS

1. The work is to be carried on with due diligence, and all work executed to be done in a workman like manner. The material used, when supplied by the party tendering, is to be of best of the several kinds procurable and shall conform in all respects with the Standard Specification for the material when such specification exists and in all cases to be subject to the approval of the University Engineer/Executive Engineer , NEHU, Shillong for the time being whose decision as to the rate of progress and the quality of work or material shall be final.
2. The quantity of work shall be measured and payments made at least once a month and on the completion of work or on the term mentioned in this agreement final measurement shall be made, and the account adjusted accordingly. Should the contractor dispute the accuracy of any measurement taken for the purpose to any immediate or final bill or on the completion certificate he must intimate the fact, in writing to the University Engineer/Executive Engineer, NEHU within forty-eight hours of the measurement being taken and must obtain a receipt of the safe delivery of the letter either through the post office or direct from the office of the University Engineer . Should the contractor fail to intimate his non-acceptance of the measurements, within forty-eight hours of the measurements having been taken in, the manner described above, no claim will subsequently be entertained regarding accuracy of the measurements, classification of the work, rates or any matter connected with the measurement. If non-acceptance is intimated within the period herein prescribed, the decision of the University Engineer/Executive Engineer, NEHU shall be final and conclusive.
3. A deduction of 10 (Ten) percent, shall be made on all term payments as security for the completion of this contract and the Earnest Money Deposited at the time of tendering shall be adjusted from the security deposit i.e Earnest Money plus Security Deposit shall be equal to 10 (Ten) percent.

4. If it is specified or required that certain materials of stores shall be supplied for the work by the University Engineer /Executive Engineer NEHU or such materials and stores are supplied for the convenience of the contractor from time to time the value of the full quantity of the materials and store so supplied at the rates specified in the separate schedule attached or may be set off or deducted from any sums then due, or thereafter to become due to the contractor under the agreement or otherwise or against or from the security deposit. All materials supplied to the contractor shall remain the absolute property of the University, and shall not on any account be removed from that site of work, and shall at all times be opened to inspection by the University Engineer/Executive Engineer NEHU, but all such materials shall be in the custody of the contractor who shall be responsible for any loss, damage or deterioration due to fire , storm, flood, earthquake or any other cause of any nature whatsoever. Any such material unused and in perfectly good condition at the time of the completion or determination of the agreement shall be returned to the University Engineer, i/c store if by a notice-in writing under hand shall also be required, but the contractor shall not be entitled to return any such materials unless with consent, and shall have no claim for compensation on account of such materials so supplied to him as aforesaid being unused by him, or for any wastage in or damage to any such materials.
5. The University Engineer/Executive Engineer, NEHU may put an end to this agreement at his option at anytime and in the case of bad work or material the University Engineer/Executive Engineer NEHU may remove the same and have it replaced, deducting the value of the work rejected or materials removed on the cause of replacing the same as he may think proper from any amount due or that may become due to pay making this tender.
6. Such tools and plants other than store i.e electric or motor drivers plant for which special conditions for use are attach or are available and can be spared will be provided to the contractor on specific charge on the understanding that all articles thus used will be returned in good order subject to wear and tear within seven days after completion of the work. In the event of loss or damage to any articles thus provided, the full value of the article will be recovered from the contractor, the decision of the University Engineer/Executive Engineer, NEHU in respect of work and that damage value will be final.
7. Any tools and plant necessary for the proper execution of the works, which are available from the University store, must be received by the contractor at his own expense and the University can accept no responsibility for any delay in the execution of any work due to none supply of tools and plant.
8. All carriage costs on connection with the drawing and return of tools and plants provided, from the University store will be borne by the contractor.
9. No laborer below the age of fourteen years shall be employed by the contractor.
10. The contractor shall pay his laborers not less than the wages paid for similar works in the neighborhood.
11. Piece work is that which involves the payment for work done at stipulated time only, with reference to a total quantity of time.
12. All corrections must be initialed and dated by both parties to agreement.
13. The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be proceeded with, all due diligence (time being deemed to be the essence of the contract on the part of the contractor) and the contractor shall pay as compensation an amount equal to one per cent or such smaller amount as the University Engineer / Executive Engineer (whose decision in writing shall be final) may decide on the amount of the estimated cost of the whole work as shown by the tender for every day that the work remains uncommenced or unfinished, after the proper dates. And further, to ensure good progress during the execution of the work, the contractor shall be bound, in all cases in which the time allowed for any work exceeds one month, to complete one-fourth of the whole of the work before one-fourth of the whole time allowed under the contract has elapsed; one Half of the work before one half of such time has elapsed, and the three-fourth of the work, before three fourth of such time has elapsed, such estimation of the amount of work done at any period being made by the Executive Engineer/University Engineer whose decision shall be final. In the event of the contractor failing to comply with this condition he

shall be liable to pay as compensation an amount equal to one percent or such smaller amount as the University Engineer/Executive Engineer (whose decision in writing shall be final and conclusive) may decide on the said estimated cost of the whole work for every day that the due quantity of work remain incomplete. Provided always that the entire amount of compensation to be paid under the provisions of this clause shall not exceed 10 per cent on the estimated cost of the work as shown in the tender.

14. In any case in which under any clause or clauses of this contract, the contractor shall have rendered himself liable to pay compensation amounting to fifty percent or more of his security deposit (whether paid in one sum or deducted by installments) the University Engineer/ Executive Engineer on behalf of the University shall have the power to adopt any of the following courses, as he may deem best /suited to the interest of the University,
- (a) To rescind the contract, as to which rescission-notice in writing to the contractor under the hand of the Executive Engineer/ University Engineer shall be final and conclusive, and in which case the security deposit of the contractor shall stand forfeited, and be absolutely at the disposal of the University.
- (b) To employ labour paid by the University (Engineering Cell) and to supply materials to carry out the work, or any part of the work debiting the contractor with the cost of the labour and the price of the materials plus twenty-four per cent on the total of the aforesaid cost and price, to cover the cost of supervision (as to the amount of which cost and price a certificate of the University Engineer/ Executive Engineer shall be final and conclusive) and crediting him with the value of the work done, in all respects in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract, and the certificate of the University Engineer/ Executive Engineer as to the value of the work done shall be final and conclusive.
- (c) To measure up the work, of the contractor and to take such a part thereof as shall be unexecuted out of his hands and to give it to another contractor to complete, in which case any expense which may be incurred in excess of the sums which would have been paid to the-original contractor if the whole work had been executed by him (as to the amount of which excess the certificate in writing of the University Engineer/Executive Engineer shall be final and conclusive) shall be borne and paid by the original contractor and may be deducted from any money due to him by the University under the contract otherwise, or from his security deposit or the proceeds of sale thereof, or a sufficient part thereof.
- In the event of any of the above courses being adopted by the University Engineer/ Executive Engineer, the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or produced any materials or entered into any engagements, or made advances on account of, or with a view to the execution of the work or the performance of the contract. And in case the contract shall be rescinded under the provision aforesaid, the contractor shall not be entitled to recover or be paid any sum for any work thereto for actually performed under this contract, unless and until the Assistant Engineer/Executive Engineer shall have certified in writing the performance of such work and the value payable in respect thereof, and he shall only be entitled to be paid the value so certified.
15. The Security Deposit shall be released on completion of defect liability period of 6 (Six) months from the date of completion of the work. If any defect is noticeable during the defect liability period, the contractor shall be liable to rectify all such defects. In the event of failure of the contractor to rectify the same, the Department shall be at liberty to get the same rectified through other agency at the cost and risk of the contractor.
16. Notice Inviting tender and the work order shall form a part of the agreement.

***Signature of the party making the tender***

Address:.....

Date :.....

*Accepted by me on behalf of  
North-Eastern Hill University*

***Signature of the University Engineer/Executive Engineer  
C.D.D., NEHU, Shillong.***

## 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 licence (form E, B and C in respect of electrical works) <b>(Whichever is applicable)</b>	
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 clearance 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).	



NORTH-EASTERN HILL UNIVERSITY CAMPUS DEVELOPMENT DEPARTMENT SHILLONG

**PRICE BID SHEET FOR**

“Minor repairing work in General Toilet at First Floor of Examination Building at permanent Campus, NEHU, Shillong”.

NAME OF THE CONTRACTOR/FIRM					
Sl.No.	Reference to Schedule of Rates	Estimated Cost	Percentage to be quoted over Estimated Cost		Quoted Amount
			Specify (BELOW/AT PAR/ABOVE)	Specify Percentage	
1	Items based on MPWD (Building) Schedule of Rates for Year 2015-16 including Labour Cess.	₹ 50,577.00			₹ 0.00
	Total Amount	₹ 50,577.00			₹ 0.00