

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

On behalf of the North Eastern Hill University, e-quotations are invited from the eligible & Authorized Dealers / Distributor / Retailer of electrical goods 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 quotationer or their authorized representative if any as per schedule.

Sl. No.	Particulars of work	Estimated Amount	Earnest Money	Time of Completion	Quotation Processing Fee
(A)	Procurement of materials for replenishment of store at permanent campus, NEHU, Shillong.	Rs. 2,50,591.00	Rs.5,020.00 (Rs 2,510.00 for SC/ST)	7 (Seven) 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.	06 th May' 2022 (During office hours)
Date and time for closing of on line submission.	17 th May' 2022 (Upto 12.00 Noon)
Date and time for opening of Technical bid document.	17 th May' 2022 (1.00 P.M)
Date and time for opening of Financial bid.	17 th May' 2022 (1.05 P.M)

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 quotation.**
3. **Joint ventures are not accepted.**
4. Prospective Quotationers should not have abandoned any work nor any of the Contracts should have been rescinded during the last seven years ending last day of the month of Feb'2022.
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 by the Quotationers should be inclusive of all taxes, duties, freight and insurance charges, packing, forwarding and testing charges and any incidental charges at F.O.R. NEHU, permanent campus, Shillong for materials only and complete supply item of the work. **Rates quoted to be inclusive of taxes on account of GST. 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 tender process in the University etc.
10. Registration certificate for Goods and Services Tax should be submitted with the quotation.
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, along with the tender, 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.**
19. **The selection of contractor among multiple L 1 (lowest no. 1) :-**
Applicable for Rate tenders/quotations : *"In case the lowest tendered amount (worked out on the basis of quoted rate of Individual items) of two or more contractors is same, then such lowest contractors may be asked to submit sealed revised offer quoting rate of each item of the schedule of quantity for all sub sections/sub heads as the case may be, but the revised quoted rate of each item of schedule of quantity for all sub sections/sub heads should not be higher than their respective original rate quoted already at the time of submission of tender. The lowest tender shall be decided on the basis of revised offer. If the revised tendered amount(worked out on the basis of quoted rate of Individual items) of two or more contractors received in revised offer is again found to be equal, then the lowest tender, among such contractors, shall be decided by draw of lots in the presence of University Engineer & Executive Engineer and the lowest contractors those have quoted equal amount of their tenders.*

In case of any such lowest contractor in his revised offer quotes rate of any item more than their respective original rate quoted already at the time of submission of tender, then such revised offer shall be treated invalid. Such case of revised offer of the lowest contractor or case of refusal to submit revised offer by the lowest contractor shall be treated as withdrawal of his tender before acceptance and 50% of his earnest money shall be forfeited. In case all the lowest contractors those have same tendered amount (as a result of their quoted rate of individual items), refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each lowest contractors. Contractor, whose earnest money is forfeited because of non-submission of revised offer, or quoting higher revised rate(s) of any item(s) than their respective original rate quoted already at the time of submission of his bid shall not be allowed to participate in the retendering process of the work.

Sd/-
IN-CHARGE, C.D.D

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 Executive Engineer, CDD, NEHU, Shillong
6. The Technical Branch, CDD, NEHU, Shillong
7. The Public Information Officer, CDD, NEHU, Shillong.
8. The Technical Officer, VSAT, NEHU, Shillong, with a request to insert the NIT in the web site of the University.
9. NOTICE BOARD

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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 at permanent campus, NEHU, Shillong.”



CAMPUS DEVELOPMENT DEPARTMENT

2022-23

Signature of the Supplier_____

Signature attested

North Eastern Hill University, Shillong invites E-quotation for “Procurement of materials for replenishment of store 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 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. _____

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

PRICE BID
C. D. D. NEHU, Shillong

Name of work - Procurement of materials for replenishment of store at permanent campus, NEHU, Shillong.

COMPARATIVE STATEMENT

Sl.No	Item Specifications	Qty	Unit	Rate	AMOUNT
1	5A flush type switch. Maru/ Anchor.	50	Nos		
2	5A flush type socket. Maru/ Anchor.	50	Nos		
3	Borfy plate (PVC) for wall fixture.	50	Nos		
4	6A Mk Switch.	10	Nos		
5	6A Mk Socket.	10	Nos		
6	16A Mk Switch.	10	Nos		
7	16A Mk Socket.	10	Nos		
8	Tubelight fitting. LED cool Day Light.	100	Nos		
9	Wall Bracket Light. Sigma Wall Light. Philips/ equivalent.	60	Nos		
10	9 watt lamps LED.	50	Nos		
11	LED ceiling light fixture. HPL/ Philips/ equivalent.	15	Nos		
12	15A S/S combine Flush type.	70	Nos		
13	Exhaust fan 230mm size. Ventil Air - DSP Havells.	15	Nos		
14	Geyser 25 ltr. capacity. Bajaj Majesty.	5	Nos		
15	PVC square box.	50	Nos		
16	1" PVC casing.	50	Nos		
17	1.0 sqmm PVC insulated Cu wire multistrand.	3	Coils		
18	1.5 sqmm PVC insulated Cu wire multistrand.	2	Coils		
19	2.5 sqmm PVC insulated Cu wire multistrand.	5	Coils		

20	4.0 sqmm PVC insulated Cu wire multistrand.	3	Coils		
21	PVC Gutka 25.	10	Pkt		
22	Screw 1"	5	Pkt		
23	Screw 1.5"	2	Pkt		
24	Screw 3/4"	5	Pkt		
25	Screw 2"	5	Pkt		
26	Machine Screw.	1	Pkt		

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 " (If applicable)	
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.	