

NORTH EASTERN HILL UNIVERSITY

E-QUOTATION Document for “1) Procurement of electrical materials to carry out electrical infrastructure in the Centre for Distance Education 2) Procurement of electrical materials for minor repair / maintenance works in the building vacated by USIC 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 “1) Procurement of electrical materials to carry out electrical infrastructure in the Centre for Distance Education 2) Procurement of electrical materials for minor repair / maintenance works in the building vacated by USIC 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 "1) Procurement of electrical materials to carry out electrical infrastructure in the Centre for Distance Education 2) Procurement of electrical materials for minor repair / maintenance works in the building vacated by USIC 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
SHIILONG
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)	1) Procurement of electrical materials to carry out electrical infrastructure in the Centre for Distance Education 2) Procurement of electrical materials for minor repair / maintenance works in the building vacated by USIC at permanent campus, NEHU , Shillong.	Rs. 1,42,720.00	Rs.2,860.00 (Rs 1,430.00 for SC/ST)	15 (Fifteen) 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.	10 th August' 2022 (During office hrs.)
Date and time for closing of on line submission.	24 th August' 2022 (Upto 12.00 Noon)
Date and time for opening of Technical bid document.	24 th August' 2022 (1.00 P.M)
Date and time for opening of Financial bid.	24 th August' 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 April'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.**

Sd/-
IN-CHARGE
CDD,NEHU,Shillong.

No. CD-M/Estm/231/2022 -- 153

Dated -- 10/08/2022

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

Sd/-
IN-CHARGE

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

