To,

THE EXECUTIVE ENGINEER
NORTH EASTERN INDIRA GANDHI REGIONAL
INSTITUTE OF HEALTH AND MEDICAL SCIENCES,
SHILLONG

SUB: TENDER FOR THE WORK: - Annual maintenance and repair works of all OT for 2019 - 2020 - Group - IV

Sir,

I beg to submit my tender for the above mentioned work after going through the details of the tender and duly signed by me for favour of your kind consideration and further disposal.

Yours faithfully,

Signature of contractor __________________________

Date__________________________________________

Name of contractor
(In Block Letters)
Sri/Smti ____________________________

Contact No: ________________________________
Dated 22nd November, 2019

DETAILED TENDER NOTICE

Limited tenders in two bid system are invited from registered contractors of PWD/PHE/Estate office (GAD)/MES/MeECL and equivalent class of CPWD for the following work and will be received at the office of the undersigned upto 1400 hrs on 29.11.2019 and will be opened on the same date in the presence of the tenderer(s) or their authorized agent(s) at 1430 hrs.

<table>
<thead>
<tr>
<th>Name of work</th>
<th>Estimated cost (Rs) (approx)</th>
<th>EMD (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual maintenance and repair works of all OT for 2019 - 2020 - Group - IV</td>
<td>Rs.1,24,300/-</td>
<td>Rs.2,500/-</td>
</tr>
</tbody>
</table>

General Conditions of Contract (GCC):

1. Tender document can be downloaded from the Institute’s website at www.neigrihms.gov.in For further details regarding Amendment /Addendum /Extension please visit website: www.neigrihms.gov.in

2. Earnest Money Deposit (EMD) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong or Bank Guarantee of any Scheduled Bank, shall be submitted along with the Techno-commercial bid (Un priced Bid), within the period of tender submission date and time.

3. Intermixing of envelopes will tantamount to rejection.

4. Price evaluation will be done on Lump sum basis

5. The site is located at Mawdiangdiang

6. Time of completion: 15 (fifteen) days from the date of issue of commencement order.

7. Contractors shall be deemed to have inspected and examined the site of work and its surroundings before submitting the tenders.

8. Tenderers will have to submit copy of their registration.

9. The contractor shall not sub-contract the work to sub-contractors or to any single sub-contractor. An undertaking by the contractor shall have to be submitted to this effect.

10. The successful contractor shall provide a performance security for his proper performance of the contract within 7 (seven) days from the date of receipt of letter of award. The performance Security shall be in the form of FD/Call Deposit to be pledged in favour of Deputy Director (Admn), NEIGRIHMS. In case the Performance Security is in the form of Bank Guarantee the same is to be sent to the Deputy Director (Admn), NEIGRIHMS in sealed envelope directly by the issuing Bank along with the forwarding letter indicating BG No. purpose of the BG, etc. The amount of the security shall be 5% (five percent) of the contract price. The performance security shall be valid until the contractor has executed and completed the works and remedied any defects therein in accordance with the contract. The Performance security shall be returned to the contractor within 14 days from the expiry of the Defect Liability period. If the contractor fails to perform the work as per terms and conditions of the contract, the performance security shall be forfeited.

11. If during the execution of the work the contractor encounters physical obstructions or physical conditions other than climatic conditions on the site, which obstructions or conditions were in his reasonable opinion not foreseeable by the contractor, the contractor shall forthwith give notice thereof to the Executive Engineer ©, NEIGRIHMS. On receipt of such notice, the EE shall, in his opinion feel that such obstructions/conditions could not have been reasonably foreseen by the contractor, after due consultation with the contractor determine any extension of time with no financial bearing to which the contractor is entitled.

12. During the execution of the works, the contractor shall keep the site reasonably free from all unnecessary obstructions and shall store or dispose of any contractors equipment and surplus materials and clear from the site any wreckage, rubbish or temporary works in consultation with the Sanitary Supt of the Institute.

13. Before issue of any completion certificate, the contractor shall clear away and remove from that part of the site to which the completion certificate relates all contractors’ equipment, surplus material, rubbish and temporary works of every kind.

14. The contractor while employing labour should ensure that all the statutory labour laws and regulations are adhered to.

15. In the event of
   a. The amount or nature of extra or additional work
   b. Exceptionally adverse climatic conditions
   c. Other special circumstances which may occur other than through a default or breach of contract by the contractor or for which he is responsible. Being such as fairly to entitle the contractor to extension of time for completion of the works or any section or part thereof, the Institute shall after due consultation with the contractor and subject to clause 11 determine the amount of such extension with no financial bearing and shall notify the contractor accordingly.
16. If the contractor fails to complete the execution and completion of the works as specified in the work order and if extension of time is granted if any in accordance with clause 11 and 15 of the GCC, the contractor shall be bound to pay as liquidated damages a sum of 0.5 % (percent) per week of delay for such default subject to a maximum of 5 % of the contract price.

17. When whole of the works have been substantially completed, the contractor shall give a notice to the Executive Engineer (C) of the Institute, accompanied by a written undertaking to finish with due expedition any outstanding work during the defect Liability period. Such notice and undertaking shall be deemed to be a request by the contractor to the Executive Engineer (C) to issue a taking over certificate.

18. Defect liability period shall be 12 (twelve) months calculated from the date of completion of the works certified by the Executive Engineer (C) in the completion certificate.

19. If the contractor fails to fulfill any of the obligations under this contract, the Institute shall be at liberty to terminate the contract thereby voiding the contract and will be at liberty to allot the whole work or balance works to any other party at the risk and cost of the first party.

20. All works are to be carried out as per current specification prevailing in the state of Meghalaya (MPWD & CPWD) and when directed by the Institute.

21. **Average Annual Financial Turnover** during the last three years ending 31st March of the previous financial year should be at least 30 % of the estimated cost. Tenderer to submit Financial Statement from Chartered Accountant as per **FORMAT – B**.

22. Parties should have the experience of having successfully completed similar works during the last 7 (seven) years ending last day of month previous to the one in which applications are invited should be either of the following :(a) **Three similar completed works** costing not less than the amount equal to 40% of the estimated cost or (b) **Two similar completed works** costing not less than the amount equal to 50% of the estimated cost or (c) **one similar completed work** costing not less than the amount equal to 80% of the estimated cost. Documentary proof in the form of completion certificates only are to be enclosed failing which the tender will be non-responsive.

23. Completion Certificates should indicate the items of works executed along with the date of award of work & time of completion as per work order & actual time of completion and are to be signed by Officers not below the rank of Executive Engineers ( **FORMAT – A**)

24. Running payments can be made to the contractor subject to certification by the Executive Engineer (C) after completion of about 50% of the work and final payment will be paid after completion of the work after due certification and satisfaction of the Executive Engineer (C).

25. Parties to submit PAN Card

26. Parties to submit GST Registration

27. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.

28. No tools and plants will be supplied by the Institute

29. No materials will be supplied by the Institute.

30. The quoted rates shall be firm, fixed and binding on the contractor irrespective of any variation in the quantities stated in the contract upto ± 10% variation of the contract value as a whole.

31. Successful Non –Tribal tenderers should submit the valid Trading license within 7 (seven) days from the date of issue of preliminary work order.

32. Any dispute arising out of the contract shall be settled by the Director, NEIGRIHMS.

33. The specifications and mode of measurement for civil works shall be in accordance with PWD/CPWD specifications unless otherwise specified.

34. In the event of responsive parties quoting same rates, the Institute reserves the right to allot the work to the bidder having higher credentials in terms of turnover, similar work experience, etc.

35. If there is any excess payment on any item etc made to the contractor, the contractor shall not hesitate to cooperate in adjusting / deducting the same from either the running bills or final bills.

36. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof

37. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected.

38. All documents, registrations should be valid as on the date of tender.

39. Meghalaya Value added tax / Goods and Service Tax as applicable will be deducted from the bills of the contractor.

40. Parties to submit the list of technical staff with at least one experienced Junior Engineer-Civil (Diploma). Attested copy of diploma/degree certificates to be enclosed. Undertaking in the form of affidavit to be submitted.

41. The parties to furnish an affidavit on a non-judicial stamp paper that there is no police/vigilance/CBI case pending against them.

42. The Party shall be responsible for the safety of all its workmen/employees during the period of execution of the work. The party shall provide all safety materials, gadgets, equipments etc to all its workmen/employees to ensure their safety during execution of the work. The Institute shall not be held responsible in case of any accidents, mishaps etc to the party and its employees
43. Any delay in completion of the works beyond the stipulated date due to reasons attributable to the contractor may eventually lead to cancellation of letter of award for which the contractor is not entitled to any compensation. The cancellation of letter of award would lead to forfeiture of performance security.

44. The contractor is to register with the Labour Department for the work and the registration certificate has to be submitted, failing which the bill cannot be processed.

45. If any statutory tax/deduction/recovery is notified by the State/Central Govt, the same shall be deducted from the bill of the contractors as applicable from its effective date of coming into force.

46. The party, who is allotted with the work, will have to sign on the measurement book as a token of acceptance of the measurement.

47. Contractors who engage / employ five or more Inter State Migrant Workmen is required to obtain a license from District Labour Office, East Khasi Hills, Shillong as per prevailing labour laws applicable in the State.

48. Bidders should note that the above terms and conditions will apply specifically in addition to the rules / regulations applicable to works in the Government of India.

Sd/
Executive Engineer (Civil)
NEIGRIHMS

Copy to: Accounts officer for information
**Check List of documents to be submitted along with the tender:**

1. Earnest money Deposit

2. Copy of registration

3. Undertaking not to sub-let the work.  
   (format enclosed with the tender)

4. Valid Trading license in case of non-tribal contractors.

5. Pan Card.

6. Documentary proof of work orders, completion certificates as specified in clause 27 of the GCC.

7. FORMAT – A

8. Average Annual Financial Turnover during the last three years as per FORMAT - B

9. List of technical staff with Undertaking in the form of affidavit

10. Affidavit of no vigilance/police/CBI case pending against them

11. GST Registration
FORM OF UNDERTAKING

To

The Executive Engineer (Civil)
NEIGRIHMS

Sub: Annual maintenance and repair works of all OT for 2019 - 2020 - Group - IV

Sir,

With reference to the above, I hereby undertake not to sublet the work cited above, if the work is allotted to me.

Date:

Name of contractor:

Signature and seal:
FORMAT - A.

1. Name of Contractor: - .................................................................
2. Name of work completed: - ...........................................................
3. Agreement No: - ...........................................................................
4. Name of Division in which work was executed: - ..............................
5. Tender Cost: - ...............................................................................  
6. Stipulated date of Start (as per w/o):- ................................................
7. Stipulated date of Completion (as per w/o):- ........................................
8. Actual date of Completion: - ...........................................................

Signature of Contractor

**Signature of Officer issuing the C/Certificate**
** (Officer should not be lower than the rank of Executive Engineer – Civil)**
### Format B

**Financial Statement**

<table>
<thead>
<tr>
<th>SL NO</th>
<th>Financial Period</th>
<th>Amounts in Lakhs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2016 – 2017</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>2017 – 2018</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>2018 – 2019</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Contractor: ____________________________

Signature of Chartered Accountant: ____________________________
BEFORE THE MAGISTRATE FIRST CLASS IN SHILLONG

AFFIDAVIT

I, Shri ____________________________________________, son of Shri ____________________________________________, aged about _______________, resident of ____________________________________________, do hereby solemnly affirm and declare on oath as follows:

1. That I am a bonafide citizen of India and a permanent of the above-mentioned address.

2. That I am a registered contractor, with ___________________________vide Reg. No. _______________________________________.

3. That there is no police / vigilance/ CBI case pending against me/ firm.

4. That I have not been blacklisted in the past by any Government or Private Organization.

5. That the instant affidavit is sworn in for the purpose of giving a declaration of the aforesaid facts and for all other purpose and intents.

6. That the statements made herein above are true to the best of my knowledge, belief and information.

DEPONENT

Solemnly affirmed and declared before me the Deponent above named who is identified by ____________________________________________ Advocate, Shillong on this the ___________________________ at Shillong.

Identified by:

MAGISTRATE FIRST CLASS

SHILLONG

(Advocate, Shillong)
Price Bid: To be submitted in Envelope II

Name of the Work: Annual maintenance and repair works of all OT for 2019 - 2020 - Group – IV

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Rate to be quoted by the contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplying and fixing of Mineral Board</td>
<td>Sqm</td>
<td></td>
<td>14.40</td>
</tr>
<tr>
<td>2</td>
<td>Supplying, fitting, fixing brass fittings of approved make, reasonably smooth, free from sharp edges and corners, flaws and other defects and with counter sunk holes for screws including necessary C.P. brass screws etc. complete. (bright natural matt &amp; satin finished)  (j) Door latches  (i) 300mm x 16mm x 5mm</td>
<td>Each</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>(v) Door stopper with rubber stopper</td>
<td>Each</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Providing, fitting and fixing Sleek Door Closer (Godrej make) of size 215mm x 51mm x 45mm complete as specified and directed by the department</td>
<td>Each</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Wall painting (One coat) with Plastic Emulsion Paint approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J &amp; N paint/ Nerolac) on old wall surface to give an even shade after thoroughly brushing the surfaces free from mortar droppings and other foreign matter and sand papered smooth</td>
<td>Sqm</td>
<td></td>
<td>434.74</td>
</tr>
<tr>
<td>6</td>
<td>Painting one coat (excluding priming coat) on previously painted steel and other metal surface with enamel paint of approved brand and manufacture(Assian paint/ Berger paint/ ICI paint/ J &amp; N paint/ Nerolac) to give an even shade including cleaning the surface of all dirt, dust and other foreign matter  (a) Surfaces over 100mm in width or girth</td>
<td>Sqm</td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>7</td>
<td>Brick nogged wall with 1st class brick in cement mortar including racking out joints and curing complete as directed in super structure above plinth up to 1st floor level (protruding M.S rod/Tor steel of column to be embedded in cement mortar and will be measured and paid separately)  (a) Half Brick (~112 mm) thick 1st class brick nogged wall (i) In proportion 1:3</td>
<td>Sqm</td>
<td></td>
<td>0.225</td>
</tr>
<tr>
<td>8</td>
<td>Providing fitting &amp; fixing stainless steel kitchen sink of Parryware make with CI/MS brackets, C.P. brass chain with rubber plug, PVC waste pipe etc. complete including painting the fittings, cutting &amp; making good the walls wherever required. (Sink cock, stop cocks, waste coupling are to be paid separately (a) Single Bowl (24 in. x 18 in)</td>
<td>Each</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10 mm thick Cement plaster in single coat on fair side of brick/concrete walls for interior plastering up to 1st floor level including arised or rounded angles not exceeding 80mm girth and finished even and smooth including curing complete as directed  \ a) In cement mortar 1:3</td>
<td>Sqm</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>10</td>
<td>Structural steel work in single sections including cutting, hoisting, fixing in position and applying a priming coat of red lead paint (up to 4.6m height) from plinth level including drilling holes, supplying, fitting and fixing with bolts and nuts or welding, if necessary as directed  \ c) In M.S. angles, channels, Tees etc.</td>
<td>Qntl</td>
<td>0.11</td>
<td></td>
</tr>
</tbody>
</table>

Note: Price evaluation will be done on Lump sum basis