

**North Eastern Indira Gandhi Regional Institute of Health and  
Medical Sciences**  
**(An Autonomous Institute, Ministry of Health and Family Welfare,  
Government of India)**  
**Director's Block, Mawdiangdiang, Shillong - 793018 (Meghalaya)**  
**Website: [www.neigrihms.gov.in](http://www.neigrihms.gov.in)**  
**Tender No: NEIGR/ENGG/EL-3/23**

**E -TENDER/BID DOCUMENT**

Online e-tenders are invited from Contractors/Companies for the work “*Electrical works in Library and Nursing College at NEIGRIHMS, Shillong.*”

Bid Document Downloading Start Date	16:00 hours of 31.01.2023
Last Date and Time for Submission of Bid Document Online:	16:00 hours of 20.02.2023
Date and Time of Opening of Techno - Commercial Bids:	16:00 hours of 21.02.2023
Total Cost of the estimate:	Rs. 21,68,776/-
Earnest Money Deposit:	Rs. 43,376/-
Last Date for receiving EMD (original)	16:00 hours of 28.02.2023

Bidders/Tenderers can download the tender/bid document from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in)

Bidders/Tenderers are required to submit their bid **only** by online mode after uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in)

Tender document can also be downloaded from the Institute's website at [www.neigrihms.gov.in](http://www.neigrihms.gov.in)  
For further details regarding amendment / addendum /extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.neigrihms.gov.in](http://www.neigrihms.gov.in)

The due date for submission of bids online and opening of bids online will be the following working day at the appointed time in the event of the said date(s) being declared as a closed holiday for Institute's office.

**[\*\*Any technical related queries regarding Tender documents or BoQ bidders may contact Electrical Department NEIGRIHMS before the last date of submission of bid document, any queries after the last date regarding Tender documents or BoQ will not be entertained.  
Contact Landline no: 03642538040 on any working days Monday- Friday  
Timing: 10am to 4:00pm.]**

**Tender For Electrical Works In Library And Nursing College At NEIGRIHMS, Shillong-793018.**

To,  
The Deputy Director,  
NORTH EASTERN INDIRA GANDHI REGIONAL  
INSTITUTE OF HEALTH AND MEDICAL SCIENCES,  
SHILLONG.

SUB: TENDER FOR THE WORK: - *“Electrical works in Library and Nursing College at NEIGRIHMS, Shillong.”*

Sir,

I/We would like to submit my/our tender for the above-mentioned work after going through the details of the tender. I/We agree to all the terms and conditioned specified under this tender and I/we shall abide by those terms and conditions. **I also agree to pay all statutory fee/charges wherever applicable as per statutory rule including Labour Cess, Income tax and GST etc. I shall obtain non-Tribal trading license (if applicable being non-tribal bidder) and submit the same to Institute before release of any payment under this tender.**

Yours faithfully,

Signature of Bidder \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder (In Block Letters)

Shri/Smti \_\_\_\_\_

Full Postal Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Contact No: \_\_\_\_\_

BANK DETAILS:

NAME OF BANK: \_\_\_\_\_

BANK ACCOUNT No. : \_\_\_\_\_

BANK ACCOUNT TYPE (SB/CA): \_\_\_\_\_

NAME OF ACCOUNT HOLDER: \_\_\_\_\_

IFSC CODE (Must be in 11 Alphanumeric Character): \_\_\_\_\_

## **DETAILED TENDER NOTICE**

On behalf of the Director, NEIGRIHMS, Shillong, online tenders in two bid systems are invited from reputed Manufacturers/Suppliers/Bidders/Contractors for the following work:

**Name of work: “Electrical works in Library and Nursing College at NEIGRIHMS, Shillong.”**

### **GENERAL CONDITIONS OF CONTRACT (GCC):**

1. Bidders/Tenderers/Manufacturers/Suppliers/Firms/Companies/Contractors would be required to register on the Central Public Procurement Portal (hereafter CPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in), using a valid Digital Signature Certificate (hereafter DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal, they will be provided with a user id and password by the system through which they can submit their bids online. Those who have already registered on e-portal or have participated earlier in any of the tender published through [www.eprocure.gov.in](http://www.eprocure.gov.in) can proceed directly to participate in the bid.
2. DSC may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders/Tenderers can download the bid documents from Central Public Procurement Portal website at [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders/Tenderers are required to submit the bid online **only** by scanning and uploading all the relevant documents through [www.eprocure.gov.in](http://www.eprocure.gov.in) and filling the specified places/blank spaces of “Financial Bid”.
4. Only Indian National and Companies of Indian Origin can participate in this tender.
5. This tender is of Two-bid system wherein **“Techno-commercial Bid”** is meant for assessment of Bidders for commercial and Techno-commercial competence and/or responsiveness and **“Financial Bid”** is meant for quoting the rate for the items under this tender by the Bidders.
6. Tender document can also be downloaded from the Institute’s website at [www.neigrihms.gov.in](http://www.neigrihms.gov.in). But **both bids** (Techno-commercial bid as well as Financial Bid) are to be submitted online **only** strictly through [www.eprocure.gov.in](http://www.eprocure.gov.in) . ***If tender document is downloaded from Institute’s Website then Financial Bid should be treated for reference only which is to be filled-in compulsorily through online mode only***.
7. For further details regarding Amendment/Addendum/Extension please visit website: [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.neigrihms.gov.in](http://www.neigrihms.gov.in)
8. Earnest Money Deposit (hereafter EMD) will be in the form of RTGS/NEFT payment (details of which given below) or Call deposit or Fixed deposit or Banker’s Cheque or Demand draft of any Nationalised/Scheduled Bank in favour of **“Deputy Director, NEIGRIHMS, Shillong”**. Call deposit or Fixed deposit or Banker’s Cheque or Demand draft has to be made for the amount equal to EMD. **Only NSIC registered MSME Companies will be exempted from payment of EMD subject to the condition that companies have to furnish valid registration certificate**. The contractor can also deposit the EMD amount through **RTGS/NEFT transactions in the Institute’s Account Number 00020200000045, IFSC Code: BARB0SHILLO [Zero between BARB and SHILLO], Name of Account Holder: NEIGRIHMS Bank: Bank of Baroda**. The Contractor has to submit online the scanned copy of RTGS/NEFT receipt and the same may be verified from the Employer for actual transfer of amount. Non submission of RTGS/NEFT receipt or no actual transfer of EMD Amount on verification will lead to summarily rejection of bids without any correspondence.
9. EMD shall have to be scanned and submitted online along with the submission of original copy of EMD instrument in an envelope to Electrical Section, NEIGRIHMS, Mawdiangdiang, Shillong -793018. The envelope must be earmarked with “Techno-commercial bid and Name/Address/Contact Number/Email of Bidder” and to be submitted/sent by post within the period of tender online submission date and time.

10. Colour Scanned copy of set of signed and stamped tender documents have to be uploaded including scanned copy of EMD. But EMD in the form of Call deposit or Fixed deposit or Banker's Cheque or Demand draft of any Scheduled Bank shall have to be submitted in hard copy as well as soft copy uploading. EMD should be sent to Electrical Engineering Section, Hospital OPD, Mawdiangdiang, NEIGRIHMS, Shillong-793018, (Meghalaya) by post or to be handed over in the office of Electrical Engineering Section, Hospital OPD, NEIGRIHMS so as to reach/dropped at NEIGRIHMS before or on the last date and time as specified in the tender document. The Envelope should be earmarked as "Techno-commercial Bid" and should clearly indicate the Tender Number, Name of work, details of the Bidder (i.e. Name, Address, Email and Contact Number). In no case, Bidders shall send financial bid by post to/dropped at NEIGRIHMS. It is reiterated that "Financial Bid" is to be filled-in through CPP Portal **only**.
11. At the time of refund of EMD amount to unsuccessful Bidders (Techno-commercially not qualified/non-responsive), no interest will be paid if the EMD amount is paid by bidder in Demand Draft or Banker's cheque.
12. EMD Amount may also be refunded through NEFT/RTGS payment for which Bidders shall have to furnish bank details and Email.
13. Correspondences may also be sent through Email to the successful bidder(s) and that has to be valid mode of communication under this tender.
14. The Techno-commercial bids will be opened online by the Tender Committee duly constituted for the purpose at the time and date as specified in the tender document.
15. All statements, documents, certificates, proof of EMD/Undertaking etc.(being part of "Techno-commercial Bid" uploaded by the Bidders will be downloaded and verified for Techno-commercial evaluation and the result of Techno-commercial bid evaluation will be displayed at a later date on [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all Bidders who participated in the tender. Techno-commercially qualified Bidders may also be informed by Email or by post or by any other modes.
16. Bidder should be an MSME registration company and have to submit/upload scanned copy of MSME registration certificate to be get exemption from paying EMD.
17. The Bidders should download the BoQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. NEIGRIHMS/ CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) will accept the BOQ template only and hence the rate should not be quoted in any other place except designated/specified blank spaces in BOQ template.
18. The Financial Bid [i.e. Bill of Quantity (BOQ)] of only Techno-commercially qualified Bidders[i.e. Bidders who are found Techno-commercially responsive with commercial and Techno-commercial competence] will be opened. The Financial Bid will be opened online by a Committee of Members and the result will be displayed on the [www.eprocure.gov.in](http://www.eprocure.gov.in) which can be seen by all Techno-commercially qualified Bidders who participated in the tender.
19. **Tenderers have to quote their rates (inclusive of GST and all other levies) both in figure and in words.**
20. The Bidder shall not sub-let or sub-contract the work to sub-Bidders or to any single sub-Bidder. **An undertaking by the Bidder shall have to be submitted to this effect as (On Company's Letter head only) enclosed prescribed format (Format -"A").**
21. **The Bidders have to engage technically qualified and license person for supervision of the work to be executed under this tender. The said person has to supervise or work during the entire period of execution of the work under this tender. All certificates/licence of the said supervisor has to be furnished to concerned section before execution of the work.**
22. The Bidder should have the experience of having successfully completed similar works during the last 7 (seven) years. **Work Experience in other field such as civil works/mechanical**

**works will not be treated as similar work experience. Hence, it must be noted that those Bidders who do not have required requisite need not participate in the tender and their bids will be summarily rejected or will not be evaluated for this tender.**

23. Bidders/Contractors/Firms are to submit experience certificate/documents of similar works **only. (Format-“B”)**.
24. Bidders have executed similar works in any of the Central Govt. Department/State Govt. Department/Companies of repute. Bidders should have experience of having successfully completed similar works during last 7 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.
25. Tenderers are required mandatorily to submit attested copies of Sales Tax/GST registration & PAN card.
26. **Bidders should have supplied at least one CPRI (Govt of India) certified panel (in case panel work is involved) to any Govt. Departments/Organizations/Reputed Companies. Similar certificates or documents received from CPRI have to be submitted.**
27. All applicable taxes will be deducted at the source.
28. Bidders should have sound financial condition to execute the work successfully and they shall have to produce financial statements/statement of accounts duly audited for the previous last 3 years as prescribed in **“Format-C”** with minimum annual turnover for Rs.44,00,000 lakhs. To support their furnished financial statement in **“Format-C”**, Bidders shall have to enclose Income Tax Returns or Statement of Accounts duly audited by a Registered Chartered Accountant for the previous last 3 years.
29. **The Bidders shall be deemed to have inspected and examined the site of working relation to installation of LT Cable/ Electrical Panel/ other Electrical installations, its surroundings before submitting bid document on CPP and before quoting the rates.**
30. During the execution of the work, the Bidder shall keep the site reasonably free from all unnecessary obstructions and shall store or depose of any of their equipment or surplus materials and clear any wreckage, rubbish or temporary works from the site in consultation with the Engineer-in-charge and/or Sanitary Superintendent of the Institute. Bill/payment for Bidders will be processed only after cleaning of site.
31. The Bidder while employing labourers and workmen should ensure that all the statutory labour laws and regulation are adhered to.
32. The Defect Liability Period (hereafter DLP) will be one year and will be reckoned from the date of completion of the work and issuing of a certificate to this effect or as decided by the Institute. The bidder shall have to attend complaints related to non-working of items supplied and installed under this tender during the said DLP of one year. Bidders shall have to furnish details of contact person(s), his/her/their contact number(s), postal address, email id for communication of such complaint(s) by Institute’s officials. Any complaint related to non-working of items supplied and installed under this tender shall be treated as valid mode if the same is sent through social media, Email, SMS or through telephonic discussion by Institute’s officials to such contact person(s) as designated by the bidder. At first, Bidder shall have to acknowledge the complaint and attend the same within 24-48 hours from the time of lodging of complaint by Institute’s officials.

33. After attending and rectifying complaint(s), Bidders shall have to submit the service report/service visit/maintenance report section duly signed by Institute's official(s) to electrical section/concerned officials as decided by NEIGRIHMS.
34. All products (supplied by the bidder under this tender) shall carry a warranty period for at least 1 (One) year after DLP. Copies of warranty cards be submitted to NEIGRIHMS in availing additional/extended warranty/guarantee on such products directly from the OEM after defect liability period.
35. In case of wilful default by bidder for attending complaint(s) and unsatisfactory performance of bidder related to maintenance/servicing/repairing of items under this tender during defect liability period will result in forfeiture performance security as decided by NEIGRIHMS and shall be binding on the Bidder. It will also lead to disqualify the bidder for participation in the future tenders published by NEIGRIHMS or even Institute shall proceed to blacklist bidder for any business relationship in future with NEIGRIHMS.
36. The successful Bidder shall provide a performance security for his/her/their proper performance of the contract within 15 (fifteen) days from the date of receipt of letter of award after approval of the drawing. The performance security @ 3% of the contract price shall be in the form of Fixed Deposit/Call Deposit to be pledged in favour of "Deputy Director (Admn.), NEIGRIHMS". **Performance Security will be released only after completion of Defect Liability period and no interest will be payable to the bidder for the performance security amount if paid by Draft/Banker's cheque.** On receipt of performance security only from successful Bidder, commencement order will be issued by Institute.
37. The total number of days for completion is 75 days from the date of issue of letter of award/work order.
38. **The Tenderers are required to furnish an undertaking on a non-judicial stamp paper or company's letter-head that there is no police/vigilance/CBI case pending against them (Format-"D"). If at any stage it is detected by NEIGRIHMS or brought into the notice of the Institute that Bidders have concealed information about police/vigilance/CBI case, then Bidders will be disqualified for participation in the future tenders published by NEIGRIHMS and/or Bidders will be blacklisted for any business relationship in future with NEIGRIHMS.**
39. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
40. All disputes shall be within the jurisdiction of Courts at Shillong.
41. The Bidder shall be responsible for the safety of all its workmen/employees during the period of execution of the work. The Bidder shall provide all safety materials, gadgets, equipment 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/bidder and its employees.
42. During execution of work under this tender, any injury or loss of life of employees/workmen deployed by the bidder due to negligence or any other reason will be sole responsibility of bidder and Institute's officials will be indemnified against such injury or loss of life of employees/workmen deployed by the bidder.
43. Any delay in completion of the works beyond the stipulated date due to reasons attributable to the Bidder may eventually lead to cancellation of letter of award for which the Bidder is not entitled to any compensation. The cancellation of letter of award would lead to forfeiture of performance security.
44. If the Bidder fails to complete the execution of the work (except due to unavoidable and/or unforeseen circumstances and/or due to some bonafide reasons acceptable to NEIGRIHMS) as specified in the work order and/or beyond extension period (if extension of time is granted by NEIGRIHMS), the Bidder shall be bound to pay a liquidated damages (hereafter LD) as a sum

of 0.5% per week of delay for such default subject to a maximum of 10% (i.e. 20 weeks after scheduled date of completion of work/allowed extension period) of the contract price. LD can be deducted from the running/final bill of the bidder. If bidder fails to complete the work even after 20 weeks from scheduled date of completion of work/allowed extension period, then Performance Security amount will be forfeited without any further consideration on the bidder's request. NEIGRIHMS reserves the right to not to entertain any claim for pro rata and/or part payment of partly completed work which will be at the sole risk and responsibilities of the bidder.

45. The Bidder shall not be permitted to take back the items supplied and/or installed by Bidder if he/she/they fail(s) to complete the execution of work (in totality) under this tender. No request will be entertained in this regard.
46. Running bills payment to contractor is payable only after completion of 70% of total work and final bill payment for balance work will be paid after completion of the total work or any other situation within the stipulated time of the contract duly verified by concerned section.
47. No accommodation will be provided by NEIGRIHMS. Bidders have to make arrangement for accommodation for their employees on their own. However, NEIGRIHMS will provide temporary space free of cost for storing of material and tools **only** required for execution of the work under this tender.
48. If at any stage it will be found that any of the bidder(s) [participated in this tender] has/have furnished false/forged documents or adopted any fraudulent methods to get this tender then the said bidder(s) will be disqualified for participation in the future tenders published by NEIGRIHMS or Bidders will be blacklisted for any business relationship in future with NEIGRIHMS.
49. No advance payment will be given to the contractor for mobilising material and/or manpower for execution of work in this tender. However, in case of advance payment is asked by the bidder then bank guarantee (of amount equal to work order total cost) shall have to be given by the bidder. **Payment of all works under this tender will be made to non-tribal contractor only on the condition of furnishing of Non-Tribal Trading Licence issued by Khasi Hills Autonomous District Council and all formalities has to be done by the bidder for the same at his/her/their cost.**
50. The contractor has to co-ordinate with the officials of Electrical Section of the Institute at every stage of the work for the proper execution of the required work.
51. **Bidders have to supply quality products while executing works in this tender and should bear ISI/IEC/CE marks indicating quality certification of all electrical materials.**
52. Code of practice for installation/laying of cables has to confirm to IS:1255 - 1983 specifications.
53. All required Laboratory test reports regarding the products mentioned on the BOQ and all other technical data required for verification of products must be supplied by bidder from manufacturer whenever asked to produced by concerned section.
54. Specification of Cable should match and conform to IS:7098. However detailed specifications will be provided to successful bidder.
55. Items given in BOQ may vary (increase or decrease) as per requirement at site and contractor has to carry out work as per direction of the concerned section as per site requirement.
56. **RATES:**
  - a) The Tenderers are required to quote RATES (inclusive of GST and all other levies) as mentioned in price offer. All rates (inclusive of GST and all other levies) will be treated as firm for entire period of the contract arrangement and extension if opted by the Corporation. No

enhancement in rates will be allowed for any reason whatsoever, during the contract period /extension period, if opted.

b) Quoted rates should be for FREE DELIVERY of materials at NEIGRIHMS, Shillong “All Inclusive Basis”. Rates should include handling charges, delivery charges & other incidental charges (if applicable) and inclusive of GST and all other levies.

c) Tenderer are requested to indicate their best rates together with maximum discount in the very first instance since further negotiations after opening price offers is entirely at the discretion of the authorities and may or may not take place.

d) Tenderer are advised to exercise greatest care in entering the rates. No excuse that mistakes have been made or requests for rates to be corrected will be entertained after the tender is opened. All corrections, if any, should be initialled by the person signing the tender form before submission, failing which the rates for such items may not be considered.

**57. TAX CLAUSE AS PER GOODS & SERVICES TAX (GST):**

1. Registration & GST Rate: 1. Bidder should indicate GSTIN No. (Copy of GST registration to be enclosed) and PAN No. (Copy of PAN to be enclosed) 2. Tender will be considered/ accepted, if & only if the vendor has a valid GST Registration No. 3. Central Tax/ State Tax/ Integrated Tax Union Territory tax to be quoted as extra in percentage.
2. All the terms & conditions of the contract with respect to taxes & duties are subject to the new taxation laws introduced from time to time (e.g. GST). The terms & conditions will be modified in accordance with the provisions of new laws (e.g. GST). The prices quoted above must be inclusive of all taxes and GST and all other levies.

**58. RISK PURCHASE CLAUSE:**

If at any time during the currency of the contract it is observed by the institute that, (a) Supplies/services are not provided in time or short supplies have not been effected, and/or (b) the tenderer’s services are found unsatisfactory, and/or (c) supplies do not conform to the quality/specifications indicated in the contract/ Order, and/or (d) the quality/ utility of the items supplied is found to deteriorate abnormally, then in that event the institute will be at liberty to obtain the services covered under this contract from alternative source(s) at tenderer (s)’s risk and cost including invoking/ resorting to apply any other Clause of this tender Document.

**59. PENALTY CLAUSE:**

The Institute has the right to take the following actions against the contractor, without prejudice to any of its rights, including the right to claim damages, if in case:

i) Involved in wrongful billing:

- a) To issue a warning letter for the first contravention and recover the excess amount billed.
- b) On second contravention, to recover the excess amount billed and impose additional penalty of a sum of money to the extent of wrongful billed amount.
- c) On the next occasion of such wrongful billing, may even terminate the contract forthwith and forfeit the Security Deposit / or Performance Guarantee Amount.



ii) Not rendering service as per the provision of the contract:

For the first contravention, depending on the gravity of the contravention/offence, a warning letter will be issued. b) For the second contravention, a monetary penalty will be imposed equal to 1% of annual contract value. This is to be paid by way of a bank draft for the said amount, drawn in favour of Dy. Director NEIGRIHMS, payable at Mawdiangdiang, Shillong. Alternatively, this amount will be deducted from bills payable to the contractor/ Security Deposit/ Performance Guarantee submitted by him. c) For the third contravention, the contract would be terminated and Security Deposit and/or Performance Guarantee would be forfeited. Further, NEIGRIHMS reserves the right to initiate action against the contractor.

**60. Grounds for initiation of Banning Business Dealings or Blacklisting of Bidders:**

(The situations given below are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealings for any valid and sufficient reason).

1. If considerations of security, sovereignty or friendly relations of the state with other countries or reasons of trade or commercial confidence of NEIGRIHMS so warrant.
2. If any persons by whatever designation / name holding control of the entity or having substantial influence in the affairs of the entity is convicted by a Court of Law for offences involving moral turpitude, during the last five years.
3. If there is strong reason to believe that the Directors, Proprietors, Partners, Managers of the Entity have been guilty of malpractices such as bribery, corruption, fraud, misrepresentation of facts, interpolations or other unfair /unethical practices.
4. If the Entity continuously refuses to return / refund the dues of institute without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law.
5. If business dealings with the Entity have been banned by the Govt. or any other Central Public sector enterprise, then, such banning can also be extended for the same period as banned by the concerned Govt.
6. If any recommendation is received from Vigilance Division to ban business dealings with the Entity.
7. If the Entity has resorted to corrupt, fraudulent practices, coercion, undue influence and other violations including misrepresentation of facts.
8. If the Entity uses intimidation / threats or brings undue outside pressure on the institute or its officials in acceptance / performance of the job under the contract.
9. If the Entity indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
10. Established Litigant nature of the Entity to derive undue benefit;
11. If the entity misuses the premises or facilities of the institute forcefully occupies tampers or damages the institute's property including the land, water resources, forest trees etc.
12. If the Entity employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence.

**On receipt of Work Order, Successful Bidder has to submit the drawing of panel( in case of panel work) for approval before fabrication of the panel. On approval of drawing of panel, commencement order has to be issued after execution of contract on appropriate non-judicial stamp paper (to be bought in the state of Meghalaya only by the bidder)**

**Check List of documents to be submitted along with the tender:**  
**Envelope I (TECHNO-COMMERCIAL BID)**

- |   |                          |
|---|--------------------------|
| 1. MSME Registration Certificate or Earnest Money Deposit<br>(Clause 8 & 16)  | <input type="checkbox"/> |
| 2. Undertaking not to sub-let the work. (Clause 20)<br>("Format-A" as prescribed in this tender)  | <input type="checkbox"/> |
| 3. PAN Card (Clause 25)   | <input type="checkbox"/> |
| 4. GST Registration certificate. (Clause 25)  | <input type="checkbox"/> |
| 5. Documentary proof of work orders. (Clause 23 & 24)<br>("Format-B" as prescribed in this tender)  | <input type="checkbox"/> |
| 6. Average Annual financial turnover ("Format-C" as prescribed in<br>this tender) during the last three years including furnishing<br>copies of Audited Account Statements from Chartered Accountant<br>or Income Tax Returns (Clause 28) | <input type="checkbox"/> |
| 7. Undertaking for no Police/Vigilance/CBI case pending<br>("Format-D" as prescribed in this tender) (Clause 38)  | <input type="checkbox"/> |

**Before uploading the bid, please ensure furnishing of required documents as per check-list given above for the help of bidders and to read the clause properly before submitting the bid document. Besides from above mandatory document the bidder/company if they wish may submit company profile also but this will not be considered for responsiveness of the bidder. Clause no. 21 has to be compulsorily observed before execution of the work.**

**TECHNO-COMMERCIAL BID**

**FORMAT – “A”**

**FORM OF UNDERTAKING FOR NOT SUB-LETTING THE WORK**

(In Company’s Letter Head only)

To,

The Deputy Director,  
NEIGRIHMS, Shillong.

Sub: Tender for *“Electrical works in Library and Nursing College at NEIGRIHMS, Shillong.”*

Sir,

With reference to the above I/We hereby give undertaking that I/We shall not sublet the work cited above if the work is allotted to me/us.

Yours faithfully,

Signature:

Name of the Bidder:

**TECHNO-COMMERCIAL BID**

**“FORMAT –B”**

Sl. No.	Name of work completed/executed of LT Panel Execution	Name of Central/State Govt. offices/Companies of repute in which work(s) was/were executed	Work Order Amount
1.			
2.			
3.			

**Note:1. Supporting documents have to be scanned and uploaded for the above claims particularly with supply of CPRI approved LT Panel.**

**2. Before filling the above column, Bidders are requested to see the Clause No. 23&24 of GCC.**

**3. More rows can be added with uploading of supporting documents.**

**Before bidding for this tender, please give answer for following queries and tick box:-**

(A) Do you have work experience in Electrical Work for single order of Value **Rs.17,35,021.00** and above in last 7 years as per Clause No. 24 of this tender

Yes	No
-----	----

***or***

(B) Do you have work experience in Electrical Work for two orders of Value **Rs.10,84,388.00** and above in last 7 years as per Clause No. 24 of this tender

Yes	No
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***or***

(C) Do you have work experience in Electrical Work for three orders of Value **Rs.8,67,510.00** and above in last 7 years as per Clause no. 24 of this tender

Yes	No
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**Bidders are requested to note that work experience in Civil Work/Mechanical Work etc. other than work experience in Electrical Work will not be counted for responsiveness to qualify for the work and hence copies of such orders need not to be scanned or submitted along with the bid.**

**Signature of Bidder:**

**TECHNO-COMMERCIAL BID**

**“FORMAT –C”**

**FINANCIAL STATEMENT**

<b>SL. NO.</b>	<b>FINANCIAL YEAR</b>	<b>AMOUNT</b>
<b>1.</b>	<b>2019 - 2020</b>	
<b>2.</b>	<b>2020 - 2021</b>	
<b>3.</b>	<b>2021 – 2022</b>	

**\* if Financial Statement for FY 2021-2022 is not submitted the bidder have to compulsorily submit for FY 2018-2019**

**\*Financial Statement is Annual Turnover of Bidder/Company as verified by a Chartered Accountant and/or Income Tax Returns document.**

**\* Bidders have to compulsorily submit supporting documents for above declaration.**

**Signature of Bidder:**

**TECHNO-COMMERCIAL BID**

**“FORMAT – D”**

**UNDERTAKING**

(In Non-Judicial stamp paper only or Company's Letter head only)

I, Shri/Smt. \_\_\_\_\_, son/daughter of

\_\_\_\_\_ age \_\_\_\_\_

resident of \_\_\_\_\_

do hereby solemnly affirm and declare as follows:-

1. That I/We am/are a bonafide citizen of India and a permanent resident of the above – mentioned address.
2. That I/We am/are a registered Bidder.
3. That there is no police/vigilance/CBI case pending against me/my/our firm.
4. That I/We have not been blacklisted in the past by any Government or Private Organization.
5. That the instant undertaking is hereby furnished for the purpose of giving a declaration of the aforesaid facts and for all other purposes and intents.
6. That the statements made herein above are true to the best of my/our knowledge, belief and information.

**Signature of Bidder**

**FINANCIAL BID**

**(Note: This Financial Bid is indicative only, Bidders shall have to quote rates in Financial Bid (online only) in the specified blank places of BOQ Template)**

<b>Name of work: “Electrical works in Library and Nursing College at NEIGRIHMS, Shillong.”</b>					
<b>Slno.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
1	Supply of following sizes of 1100V grade multicore aluminium conductor armoured underground cable with overall PVC sheathed XLPE as per IS: 7098, and supply of cable lugs including double compression glands of appropriate sizes and all other accessories as per site requirement.(Cable testing report of manufacturer has to be submitted to concerned section.)				
1.01	3.5 Core 185sqmm	meter	420		
1.02	3.5 Core 120 sqmm	meter	820		
2	Installation /Laying Testing & Commissioning of above mentioned cable at Slno.1 (2 run each) in cable trench, including the cost of digging of trench, sand cushioning, brick soling with laying etc and refilling the same in layers as per IS:1255 also making concrete opening (1x1 ft) at end of trench for cable entry / exit, or by supporting them in existing walls by necessary clamping them on walls with proper nutting and bolting or as per site feasibility and with all other accessories as required at site.				
2.01	3.5 Core 2x185sqmm. (In Ground)	meter	260		
2.02	3.5 Core 2x185sqmm. (In Existing wall)	meter	160		
2.03	3.5 Core 2x 120 sqmm . (In Ground)	meter	660		
2.04	3.5 Core 2x 120 sqmm . (In Existing wall)	meter	160		
3	Providing, laying and fixing 300mm dia RCC pipe NP2 class (light duty) in ground complete with RCC collars, jointing with cement mortar 1:2 (1 cement : 2 fine sand) including trenching (75 cm deep) and refilling etc as required.	meter	16		

**Rupees (.....)**

**Date : .....**

**Signature:.....**

**Name of Contractor:.....**