



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

Tender No: CVENGG-PROP/31/2025-Engg(C)/: Dated 18th November, 2025

TENDER /BID DOCUMENT

**LIMITED TENDER ARE INVITED FROM GOVERNMENT REGISTERED
CONTRACTOR FOR LANDSCAPING WORK IN CAMPUS OF A - 20 QUARTER**

Last Date and Time for Submission of Bid Document Offline:	14:00 hours of 21.11.2025
Date and Time of Opening of Techno -Commercial Bids:	14:30 hours of 21.11.2025
Cost of Earnest Money Deposit (EMD):	Rs.18,820/-

Tender document can be downloaded from the Institute's website at www.neigrihms.gov.in

In the event of the date being declared as a closed holiday, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

Signature of contractor _____

Name of contractor

(In Block Letters)

Shri/Smti _____

Registration No: _____

Contact No: _____

DETAILED TENDER NOTICE

Sealed limited tenders in single 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 **21.11.2025** and will be opened on the same date in the presence of the tenderer(s) or their authorized agent(s) at 1430 hrs.

Name of work	Estimated cost (Rs) (approx)	EMD (Rs)
Landscaping Work in Campus of A - 20 Quarter	Rs.9,40,900/-	Rs.18,820/-

General Conditions of Contract (GCC):

1. The Tender is a Single Bid System. All technical, commercial documents are to be enclosed in Envelope -1 & only the Price Bid is to be enclosed in Envelope -2.
2. The Tender Reference No. & name of work is to be mentioned clearly on each envelope.
3. The site is located at Mawdiangdiang
4. Time of completion: 1 (one) month from the date of issue of commencement order.
5. EMD to be deposited in the form of FD/Call Deposit to be duly pledged in favour of the Deputy Director (Admn), NEIGRIHMS, Shillong.
6. Contractors shall be deemed to have inspected and examined the site of work and its surroundings before submitting the tenders.
7. Tenderers will have to submit attested copy of their registration.
8. 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.
9. 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. purposed 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.
10. 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 forth with give notice thereof to the Executive Engineer (Civil), NEIGRIHMS. On receipt of such notice, the Executive Engineer (Civil) 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.
11. During the execution of the works, the contractor shall keep the site reasonably free from all unnecessary obstructions and shall store or depose 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.
12. 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.
13. The contractor while employing labour should ensure that all the statutory labour laws and regulations are adhered to.
14. 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 10 and 14 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 (Civil) 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 (Civil) 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 (Civil) 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. In submitting tender the registered contractor should mention registration number and class with full present address and should submit attested copy of the registration certificate.
22. All the relevant documents required to be submitted along with the tender including the EMD should be submitted in the first envelope marked as **Envelope I** and only the price quoted should be submitted in another envelope marked as **Envelope II (form annexed to these conditions)**
23. The Envelopes should clearly indicate the name of work, name, address and contact number of the contractor. Tenders not submitted in the said format will be rejected.
24. Every page of the tender paper to be signed by the contractor as a token of acceptance of the terms and conditions before submission of tender, failing which the tender will be rejected.
25. **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**.
26. Parties should have the experience of having successfully completed similar works during the last 3 (three) 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.
27. Completion Certificates are to be signed by Officers not below the rank of Executive Engineers.
28. 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 **(FORMAT –A)**
29. Running payments can be made to the contractor subject to certification by the Executive Engineer (Civil) 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 (Civil).
30. Parties to submit PAN Card
31. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.
32. No tools and plants will be supplied by the Institute
33. No materials will be supplied by the Institute.
34. Contractors should clearly mention the name of work for which they are quoting for in both the Envelopes.
35. While submitting price bids, contractors should not use correction fluid. Price bids where correction fluid has been used will not be accepted.
36. 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.
37. Successful Non –Tribal tenderers should submit the valid Trading license.
38. **In case of dispute:** It is agreed between the first party and the second party that all disputes, differences and claims whatsoever which shall arise at any time between the parties hereto or their respective representatives concerning this contract and all other documents in pursuance hereof as to the rights, duties, obligations or liabilities of the parties hereto respectively by virtue of this contract shall be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. Either party may refer the matter of Arbitration to the sole arbitrator to be appointed by the First party .The arbitrator so appointed shall be a neutral third party whose decision shall be binding and accepted by both the parties.
39. The specifications and mode of measurement for civil works shall be in accordance with PWD/CPWD specifications unless otherwise specified and more specifically as per approved Drawing, Specification and Estimate.
40. 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.

41. The Rates should be quoted by the contractor either AT PAR or ABOVE the Meghalaya PWD Scheduled of Rate for Roads and Bridges 2020 – 21 / Meghalaya PWD (Building) 2021 – 22. Contractors are not allowed to quote BELOW PAR.
42. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof
43. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected.
44. All documents, registrations should be valid as on the date of tender.
45. Govt. taxes and duty as applicable will be deducted from the bills of the contractor.
46. 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.
47. The parties to furnish an affidavit on a non-judicial stamp paper that there is no police/vigilance/CBI case pending against them.
48. **Tender documents can be downloaded from the Institute's website www.neigrihms.gov.in**
49. 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
50. 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.
51. 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
52. 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.
53. ***Filling of tender forms inside the Institute's premise is strictly prohibited.***
54. The Payment for the work done by the Contractor will be on the basis of measurement of the work executed. The Contractor or his authorized agent or representative shall be present at the time of recording of each set of measurements and sign on the measurement book as a token of acceptance of the measurement.
55. 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.
56. All rules of GFR will be applicable
57. Wherever relevant, water charges @ 1% on the Order value will be applicable
58. Electricity charges when used by the Contractor will be deducted from the bill as per actual usage/consumption through tested meter in consultation with Electrical Department of the Institute.
59. Forest Royalty of stone and sand shall be deducted as per latest rate of Forest Department Government of Meghalaya
60. ***Tenders sealed with wax; brown tape; etc only will be accepted. Stapled tenders will be rejected.***

Sd/
Executive Engineer (Civil)
NEIGRIHMS

Copy to: Accounts officer for information

Check List of documents to be submitted along with the tender:

Envelope I

SI No	Documents	Remarks
1	Tender Documents	
2	Earnest money Deposit	
3	Copy of registration	
4	Undertaking not to sub-let the work. (format enclosed with the tender)	
5	Pan Card.	
6	G S T certificate	
7	Valid Labour License	
8	Documentary proof of work orders, completion certificates	
9	Average Annual Financial Turnover during the last three years as per FORMAT - B	
10	Affidavit of no vigilance/police/CBI case pending against them	
11	List of technical staff with Undertaking in the form of affidavit (Degree/Diploma certificate to be enclosed)	
12	Tender papers to be signed on all pages	
13	The Envelopes should clearly indicate the name of work, name, address and contact number of the contractor	

FORM OF UNDERTAKING

To

The Executive Engineer (Civil)
NEIGRIHMS

Sub: Landscaping Work in Campus of A20 Quarter

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	
*Full postal Address	
*Email Address	
*Mobile No	
*Alternate Mobile No	
*Signature and Seal	

All the fields marked * above are mandatory to be furnished by the contractor

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

SL NO	FINANCIAL PERIOD	AMOUNTS IN LAKHS
1.	2022 - 2023	
2.	2023 - 2024	
3.	2024 - 2025	

SIGNATURE OF
CONTRACTOR

SIGNATURE OF
CHARTERED ACCOUNTANT

I, Shri _____, son of Shri _____
_____ aged about _____, resident of

_____ do hereby solemnly affirm and declare on oath as follows:-

- DEPONENT

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

MAGISTRATE FIRST CLASS
SHILLONG

(Advocate, Shillong)

Price Bid

Name of the Work: - Landscaping Work in Campus of A20 Quarter

Sl no	Description	Unit	Quantity	Rate to be quoted by the contractor AT PAR / ABOVE the MPWD SOR for Roads and Bridges 2020 – 21 / MPWD (Building) 2021 - 22
1	Earthwork in excavation by manual means upto a depth of 2m below the existing ground level for foundation trenches of foundations, footings of column/ walls, retaining walls, septic tank etc. including bailing out water where necessary and removal of surplus earth with all lead and lifts as directed and specified for the following classification of soils. a) All kinds of soil (ordinary soil/ hard soil/dense soil)	Cum	11.68	
2	Providing brick soling in foundation and under floor with stone / best quality packed brick, sand packed and land to c) Stone soling of thickness 150mm	Sqm	2.85	
3	Plain cement concrete works with coarse aggregate of sizes 13mm to 32mm in foundation bed for footing, steps, c) In proportion 1:3:6 (1 Cement: 3 coarse sand: 6 aggregate by volume (using mixture machine)	Cum	2.85	
4	Surface dressing of the ground including removing vegetation and inequalities not exceeding 15 cm deep and disposal of rubbish, lead up to 50 m and lift up to 1.5 m. a) All kinds of soil	Sqm	87.665	
5	Demolishing cement concrete including disposal of material within 50 metres lead as per direction of Engineer-in-charge a) Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix)	Cum	1.12	
6	Earthwork in filling (excluding rock) in trenches, plinth, sides of foundation etc in layers not exceeding 20 cm thick including breaking of clods, consolidating each layer by ramming and watering, lead upto 50 m and lift upto 1.5 m . b) With borrowed earth/stone dust carriage upto 5 Km	Sqm	24.95	
7	Providing, Supplying, fitting, fixing and laying of dressed stone block walling and tile slab (Cherra/local stone block) laid on 25mm thick base in cement mortar 1:3 and jointed with grey cement slurry including clearing, rubbing etc. complete as directed. d) Cherra stone block (300x150x20)	Sqm	52.61	
8	Brick work with common burnt clay modular 1st class bricks in foundation and in plinth: a) Cement mortar 1:4 (1 cement:4 coarse sand)	Sqm	10.29	
9	Supplying, fitting and fixing in position reinforcement bars upto 1st floor level, conforming to relevant I.S. Code for R.C.C. work/ R.B. walling including straightening, cleaning, cutting and bending to proper shapes and length as per details, supplying and binding with 20G annealed black wire and placing in position with proper blocks, supports, chairs, spacers etc. complete. (Rates inclusive of all wastage, lappage, hooks, chairs, anchorage etc. and no measurement for the same is required) b) Supplying, fitting and fixing in position High Yield Strength Deformed bars (HYSD) reinforcement bars upto 1st Floor level	Qntl	3.41	
10	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement- All work up to plinth level: b) M20 or 1:1½:3 (1 cement: 1½ coarse sand: 3 graded stone aggregate 20 mm nominal size)	Cum	1.78	

11	Structural steel work in single section, fixed with or without connecting plate, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete	Kg	566.58	
12	Cement plaster 1:3 (1 cement: 3 coarse sand) finished with a floating coat of neat cement b) 20 mm cement plaster	Sqm	52.48	
13	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade: a) New work (two or more coats over an under coat of suitable shade with ordinary paint of approved brand and manufacture)	Sqm	12.05	
14	providing UPVC pipe 200mm dia	Each	2	
15	Sand filling in plinth in layers not exceeding 150mm thick including breaking of clods, consolidating by ramming and watering complete as directed (maximum depth 45 cm)	Sqm	10.83	
16	Supplying and laying of selected grass turfs (size 60 cm x 30cm) after preparing the land by removing of all unwanted Supplying and laying of selected grass turfs [size 60cm x 30cm] after preparing the land by removing of all unwanted debris (rubbles, pebbles, plant roots etc.), mixing of organic manure, levelling the surface and initial maintenance by proper and periodic rolling, mowing and irrigation etc. (as specified) including the application of recommended dose of fertilizers (N:P:K) mixture as specified and directed by the department	Sq ft	775.59	
17	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply, including all CPVC plain & brass threaded fittings, including fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints complete as per direction of Engineer in Charge. Internal work - Exposed on wall (iii) 25 mm nominal outer diameter Pipes	Rm	30.00	
18	Providing and fixing brass bib cock of approved quality: b) 20 mm nominal bore	Each	1	
19	Planter to be placed above drain	Each	20	
20	Bonsai	Each	1	
21	Banana plant	Each	1	
22	Buddha Statues	Each	1	
23	Ganesh statues	Each	1	
24	Tulsi planter - stand / post	Each	1	
25	Climbing hydrangea	Each	2	
26	Rich Lilly	Each	2	
27	Blushing Philodendron	Each	4	
28	Swiss chase	Each	6	
29	Busy Lizzie	Each	3	
30	Cock's comb	Each	5	

31	Sword fern	Each	8	
32	Red dragon's blood	Each	8	
33	Painted leaf bagonia	Each	6	
34	Garden croton	Each	6	
35	Ti plant	Each	6	
36	Giant Taro	Each	4	
37	Italian arum	Each	4	
38	Boston fern	Each	3	
39	Banana tree	Each	1	
40	Yellow day lily	Each	4	
41	English lavender	Each	4	
42	Gartix vine creeper	Each	3	
43	Flame vine	Each	3	
44	Monstera plant	Each	2	
45	Mini monstera creeper	Each	1	
46	Climbing rose	Each	2	
47	Chinese cymbidium	Each	2	
48	Carnation	Each	8	
49	Water lily seeds	Each	2	
50	Wiring in looping system with copper PVC cable 250/440 volt grade of size 1.5 sqmm of approved quality using PVC casing capping including 5 ampered switch Indian best quality ceiling rose etc capable to a highest point (a) Long point wiring upto 10 mtrs	Each	14	
51	Drawing of Main and Sub-main line with DGSD approved VIR or PVC 250 / 440 volt grade in PVC casing capping complete with all accessories (a) With 2 x 2.5 mm ² Copper Conductor	Rm	20	
52	Supplying and fixing of Load Kontaket Miniature Circuit Breakers DX3 MCB's for AC application till 63A A. Single pole 240 / 410 v (b) 6 - 32 Amp SP MCB Capacity	Each	2	
53	Supplying fitting and fixing of Landscape Lights surface or wall mounted with all necessary accessories (c) Aesthetically designed led post top with alluminium enclosure, powered with high power led as light source and die casted heat sink exhibits classic Victorian look with symmetrical; light distribution and excellent heat dissipation for log life (i) 50 W suitable for pole dia 76 mm	Each	16	

Name of the Contractor:-

Signature:-