

**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
TenderNo:NEIGR/ENGG/EL-03/25
e-TENDER/BID DOCUMENT

Online e-tenders are invited from reputed Contractors/Suppliers for the work “*Supplying of Electrical Items at NEIGRIHMS, Shillong*”.

<i>Bid Document Downloading Start Date</i>	17:00hours of 11.02.2025
<i>Last Date and Time for Submission of Bid Document Online:</i>	17:00hours of 04.03.2025
<i>Date and Time of Opening of Techno – Commercial Bids:</i>	17:00hours of 05.03.2025
<i>Total Cost of the estimate:</i>	Rs.3,37,480.00/-
<i>Earnest Money Deposit :</i>	Rs.6,750.00 /-
<i>Last date for receipt of EMD (in original) (In Electrical Section):</i>	16:00 hours of 05.03.2025

Bidders/Tenderers can download the tender/bid document from Central Public Procurement Portal website at www.eprocure.gov.in

Bidders/ Tenderers are required to submit their bid **only** by onlinemode after uploading all the relevant documents through www.eprocure.gov.in

Tender document can also be downloaded from the Institute's website at www.neigrihms.gov.in
For further details regarding amendment/ addendum/extension please visit website:
www.eprocure.gov.in and 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 regarding Tender documents or BoQ will not be entertained or replied by the Institute at later stage after closing date of tender. Bidders may ask queries on Landline no: 03642538040 on any working days Monday-Friday Timing:10am to 4:00pm or by Email ID: jeelectneigr@gmail.com]**

To,

The Deputy Director,
North Eastern Indira Gandhi Regional
Institute of Health and Medical Sciences,
Shillong.

SUB: TENDER FOR THE WORK *“Supplying of Electrical Items 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 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): _____

SECTION – I (GENERAL TERMS & CONDITIONS)

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: “Supplying of Electrical Items 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 (here after CPP) at 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 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. Bidders/Tenderers are required to submit the bid online **only** by scanning and uploading all the relevant documents through 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 web site at 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. *If tender document is downloaded from Institute’s Web site 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 Corrigendum/Addendum/Extension of date for this tender, bidders are requested to please visit website: www.eprocure.gov.in and www.neigrihms.gov.in regularly for any update. This bid will be considered in full along with Corrigendum/Addendum/Extension of date for this tender.
8. Earnest Money Deposit (hereafter EMD) will be in the form of RTGS/NEFT payment (details of which given hereafter) or Call deposit or Fixed deposit or Banker’s Cheque or Demand draft of any Scheduled Bank in favour of **“Deputy Director, NEIGRIHMS, Shillong”**. Call depositor 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. The EMD instrument has to reach “The Electrical Engineering Section, NEIGRIHMS,

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS,SHILLONG-793018.

Mawdiangdiang, Shillong-793018, Meghalaya” by post or by courier latest upto the closing date and time of this tender. Any delay in the receipt of physical hard copy of EMD instrument (Demand Draft, Call Deposit, Banker’s Cheque etc.) by the Electrical Section will be treated as non-responsiveness of the bidder and their bids will be rejected summarily without any further correspondence with the bidders.

9. Physical Hard Copy EMD instrument shall have to be scanned 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, NEIGRIHMS so as to reach/received at NEIGRIHMS before or on the last date and time of bid submission timeline. 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). However, bidder may also send original bid documents (set of hard copies) along with EMD. But in no case, Bidders shall send financial bid by post to/dropped at NEIGRIHMS while sending “Techno-commercial Bid”. 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), 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 to unsuccessful Bidders 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 which can be seen by all Bidders who participated in the tender.
16. If Bidder is an MSME registration company then they have to submit/upload scanned copy of MSME registration certificate to get exemption from paying EMD. The department may verify MSME registration certificate.
17. Submission of any false document(s) by bidders will lead to disqualification of the respective bidders.
18. The Bidders have to send scanned “Techno-commercial Bid” document only through online submission. It is reiterated that “Financial Bid” is to be filled-in through CPP Portal **only**.
19. 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 to 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) 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.
20. 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 Technical competences to execute the work in this tender]. The Financial Bid will be opened online by the Institute and the result will be displayed on the www.eprocure.gov.in which can be seen by all Techno-commercially qualified Bidders who participated in the tender.

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS,SHILLONG-793018.

21. Tenderers have to quote their rates (inclusive of GST) both in figure and in words.
22. 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 in the enclosed prescribed format (Format-“A”).
23. The Bidders have to engage technically qualified and licensed person(s) 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. The Institute may ask the successful bidder for furnishing of certificates/ license of the said supervisor to concerned section before execution of the work/processing the bill(s).
24. Bidders must have executed similar works in any of the Central Govt. Department/State Govt. Department/Companies of repute. Bidders must have experience of successfully completed similar works during last 7 years ending last day of month previous to the one in which this tender has been invited and should be either of the following: -
 - a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost of this tender.

Or

 - b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost of this tender.

Or

 - c. One similar completed work costing not less than the amount equal to 80% of the estimated cost of this tender.
25. 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 experience in electrical engineering field need not to participate in the tender and their bids will be summarily rejected or will not be evaluated for this tender.**
26. Bidders/Contractors/Firms have to submit experience certificates/documents of similar works only as per (**Format -“B”**) along with scanned copies of work order(s) to support their technical competence for executing the work under this tender.
27. Tenderers are required mandatorily to submit self-attested copies of documents (e.g. GST registration & PAN card or Income Tax Return Statement etc.) as per requirements under this tender.
28. All applicable taxes will be deducted at the source from the bill(s) of the bidder.
29. Bidders must 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.10,12,440. To support their financial competence, the bidders must have to submit their financial statements in **“Format-C”**, Bidders shall have to upload copy/copies of Income Tax Returns or Statement of Accounts duly audited by a Registered Chartered Accountant for the previous last 3 years.
30. On participation in the bid, it will be presumed that the Bidders shall be deemed to have inspected and examined the site in relation to electrical work under this tender and its surroundings before submitting the tenders and bidders have knowledge of the electrical work to be executed in this tender. Bidders will not be allowed to withdraw from the tender once participated and in case they don't accept the work order then their EMD will be forfeited by the Institute or legal action may be initiated against the bidder including consideration for blacklisting by the Institute and the decision of the Institute will be final and binding on the bidders. Therefore, the bidders are advised to visit the site and examine the nature of work under this tender before bidding and they must make any enquiry by email or telephone before participating in this tender.

31. During the execution of the work, the Bidder shall keep the site reasonably free from all unnecessary obstructions and shall store or dispose of any of their equipment's 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 after completion of the work. Bill/payment for Bidders will be processed only after cleaning of site by them.
32. The Bidder while employing labourers and workmen should ensure that all the statutory labour laws and regulation are adhered to the Defect Liability Period (hereafter DLP) will be one year under this tender and will be reckoned from the date of completion of the work/taking over of the work by the Institute 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. Willful 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 (and additional warranty period, if any) will result in forfeiture of performance security as decided by NEIGRIHMS and shall be binding on the Bidder. It may also lead to disqualify the bidder for participation in the future tenders published by NEIGRIHMS or even Institute may proceed to blacklist bidder for any business relationship in future with NEIGRIHMS.
35. 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. The performance security @ 5 % of the contract price shall be in the form of Fixed Deposit/Call Deposit to be pledged in favor 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, signing of contract agreement, approval of the drawings & samples etc., commencement order will be issued by Institute.
36. The total number of days for completion is 60 days from the date of issue of letter of Commencement Order.
37. The Tenderers are required to furnish an undertaking on a non-judicial stamp paper or temporarily on Company's letter head signed and sealed by authorized signatory that there is no police/vigilance/CBI case pending against them (**Format - "D"**). If given on Company's letterhead at the time of submission of bids. Later on, the successful bidder has to submit **"Format-D"** as affidavit on a non-judicial stamp paper of Rs. 50/- after receipt of work-order from the Institute. Failure to do so will result in cancellation of work-order, forfeiture of EMD, performance security and non-payment of bill(s) bidder. Furthermore, company may be blacklisted from participating in any other tenders of Institute and same will be intimated to CPP for blacklisting. 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 pending against him/her/them, 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.
38. Bid Validity is for 120 days and may be extended as decided by Competent Authority of

NEIGRIHMS.

39. The Institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
40. Settlement of disputes will be through the commercial Courts, Commercial Division and Commercial Appellate Division of High Courts as per the Commercial courts Commercial Division and Commercial Appellate division of High Courts (Amendment) Act, 2018. All disputes shall be within the jurisdiction of Courts at SHILLONG.
41. Successful bidder will agree that all disputes, differences and claims whatsoever which shall arise at any time between the parties hereto or their respective representative concerning the 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.
42. 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, equipments etc. to all its workmen/employees to ensure their safety during execution of the work under this tender. The Institute and its officials shall not be held responsible in case of any accidents, mishaps, injury, death etc. happens to bidder and its employees during execution of the work under this tender.
43. During execution of work under this tender, any injury or loss of life of employees/workmen deployed by the bidder due to negligence(s) or any other reason(s) 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.
44. 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, EMD.
45. 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 (here after LD) as a sum of 0.5% per week of delay for such default subject to a maximum of 10% for those items which are delayed (i.e. 20 weeks after scheduled date of completion of work/allowed extension period). LD amount will 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 may be forfeited without any further consideration of the bidder's request. NEIGRIHMS reserves the right 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.
46. 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. Those items will be treated as property of NEIGRIHMS.
47. Normally, there will be only one and final bill for the entire work under this tender. Therefore, the bidders must be financially sound to arrange materials, manpower, tools at their own cost till payment of final bill. However, on arising/unforeseen situations; payment of running bill(s) of contractor may be made only after completion of 70% of total work amount under this tender and subject to decision of the Institute. Final bill payment for balance work will be paid after completion of the entire work or any other situation within the stipulated time of the contract duly verified by concerned section.
48. No accommodation will be provided by NEIGRIHMS to bidder and their employees/workmen. Bidders have to make arrangement for accommodation for their employees on their own.

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS.SHILLONG-793018.

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.

49. If at any stage, it is 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.
50. No advance payment will be given to the contractor for mobilizing material and/or man power 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 40% of work order value) shall have to be given by the bidder. The advance bank guarantee has to be submitted by the bidder in the format as decided/prescribed by the Institute.
51. Payment of all works under this tender will be made to non-tribal contractor only on the condition of furnishing of **Non-Tribal Trading License** issued by Khasi Hills Autonomous District Council (KHADC) and all formalities/fees have to be done/borne by the bidder for the same at his/her/their own cost.
52. The contractor has to co-ordinate with the officials of Electrical Section, NEIGRIHMS of the Institute at every stage of the work for the proper execution of the required work.

53. RATES:

- a) The Tenderer are required to quote RATES inclusive of GST as mentioned in price offer. All rates (inclusive of GST) will be treated as firm for entire period of the contract arrangement. No enhancement in rates will be allowed for any reason whatsoever, during the contract period /extension period once the work order is issued to bidder.
- b) Rates should be quoted with a view that all the works and materials are to be delivered at NEIGRIHMS, Shillong on "All Inclusive Basis". Rates should include handling charges, delivery charges, freight charges, insurance charges & other incidental charges (if applicable) inclusive of GST.
- c) 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 financial bids are opened. All corrections, if any, should have to be initialed by the person signing the tender before online submission, failing which the tenders may not be considered.

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

All the terms & conditions of this tender with respect to taxes & duties are subject to the new statutory laws introduced from time to time (e.g. GST) and as amended/notified by the Central Govt. and/or State Govts. The terms & conditions will be modified in accordance with the provisions of new laws (e.g. GST).

55. RISK 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 such

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS.SHILLONG-793018.

event(s) the Institute will bear 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 and no pro-para payment will be made to the bidders for completed items under this tender if they fail to complete the work in entirety.

56. 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).

- i. If considerations of security, sovereignty or friendly relations of the state with other countries or reasons of trade or commercial confidence of NEIGRIHMS so warrants.
- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. If any recommendation is received from Vigilance Division to ban business dealings with the Entity.
- vii. If the Entity has resorted to corrupt, fraudulent practices, coercion, undue influence and other violations including misrepresentation of facts. 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.
- viii. If the Entity indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
- ix. Established Litigant nature of the Entity to derive undue benefit;
- x. 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.
- xi. If the Entity employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence.

SECTION – II (TECHNICAL & SPECIFICATION DETAILS)

1. The bidders shall provide an additional warranty period for at least 1 (One) years after DLP on all products (supplied by the bidder under this tender).
2. **Bidders have to supply quality products while executing works in this Tender which should bear ISI/IEC/CE marks indicating quality certification of electrical materials.**
3. All necessary Test/Reports from product manufacturer for all items mentioned in the BOQ has to be submitted/produced to concerned section for quality verification whenever asked.
4. **Samples has to be approved by the concerned section before its installation.**

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

Envelope I (TECHNO-COMMERCIAL BID)

- | | |
|---|--------------------------|
| 1. EMD or NSIC registered MSME certificate (Clause 8) | <input type="checkbox"/> |
| 2. Undertaking not to sub-let the work. (Clause 22)
("Format-A" as prescribed in this tender) | <input type="checkbox"/> |
| 3. PAN Card (Clause 27) | <input type="checkbox"/> |
| 4. GST Registration certificate. (Clause 27) | <input type="checkbox"/> |
| 5. Documentary proof of work orders. (Clause 26)
("Format-B" as prescribed in this tender) | <input type="checkbox"/> |
| 6. Average Annual financial turnover ("Format-C" as prescribed in
this tender) during the last three years including furnishing
copies of Audited Account Statements from Chartered Accountant or
Income Tax Returns (Clause 29) | <input type="checkbox"/> |
| 7. Undertaking for no Police/Vigilance/CBI case pending
("Format-D" as prescribed in this tender) (Clause 37) | <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. Especially for no. 23 above the essential licence /qualification has to be submitted compulsorily. 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

FORMAT – “A”

(Clause No. 22 of this Tender)

FORM OF UNDERTAKING FOR NOT SUB-LETTING THE WORK

To,

The Deputy Director,
NEIGRIHMS,
Shillong.

Sub: Tender for “Supplying of Electrical Items 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”**

(Clause No. 26 of this Tender)

Sl. No.	Name of Work completed/ executed	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
2.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/ supplying for single order of Value **Rs.2,69,984.00** and above in last 7 years as per Clause No.26 of this tender

Yes	No
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or

(B) Do you have work experience in Electrical Work/ Supplying for two orders of Value **Rs.1,68,740.00** and above in last 7 years as per Clause No.26 of this tender

Yes	No
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or

(C) Do you have work experience in Electrical Work / supplying for three orders Value **Rs.1,34,992.00** and above in last 7 years as per Clause no.26 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 tender and hence copies of such orders (Civil/ Mechanical work) need not to be scanned or submitted along with the bid.

Signature of Bidder:

TECHNO-COMMERCIAL BID

“FORMAT-C”

(Clause No. 29 of this Tender)

FINANCIAL STATEMENT

SL.NO.	FINANCIAL YEAR	AMOUNT
1.	2021– 2022	
2.	2022– 2023	
3.	2023–2024	

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

*If for FY2023-2024 is not available the bidder must send for FY2020-2021.

Signature of Bidder: _____

TECHNO-COMMERCIAL BID

“FORMAT– D”

(Clause No. 37 of this Tender)

UNDERTAKING

(Only on Non-Judicial stamp paper/Letterhead of the company)

I, Shri/ Smt. _____, son/ daughter of

_____ age _____

resident of _____

do here by 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 here by 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

Date :

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 BOO Template)

Name of Work: “ <i>Supplying of Electrical Items at NEIGRIHMS, Shillong</i> ”.					
SINo	Description	Unit	Quantity	Rate	Amount
1	Supply only of 20 W LED Tube light wall mounted light fixture complete set (Full Glow Size 1180x37mm), colour temperature 6500K. (only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Section)	nos	40		
2	Supplying only of Ceiling Fan of 60 -100 W, size 1200 mm, full copper winding ,single phase 50Hz AC operated complete with supporting frame, fan blades, nuts and bolts, down rod and other accessories as per site requirement. (only reputed brands such as crompton, Havells, Bajaj, etc only reputed brands has to be supplied subject to approval of the concerned section)	nos	5		
3	Supplying only of Exhaust Fan of 25W, size 200mm single phase 50Hz AC operated complete with supporting frame, fan blades, nuts and bolts, and other accessories as required. as per site requiremen.(only reputed brands has tobe supplied subject to approval of the concerned section)	nos	10		
4	Supply only of Pvc Ceiling rose of 240V, suitable for Sl.no. 1 & 3. (only reputed brands has tobe supplied subject to approval of the concerned section)	nos	15		
5	Supply only of 2.5 MFD, 240 VAC Ceiling Fan Capacitor. (only reputed brands has tobe supplied subject to approval of the concerned section)	nos	20		
6	Supplying only of Fan Regulator Double size (Screw type) . (only reputed brands has to be supplied subject to approval of the concerned section)	nos	30		
7	Supplying of the following sizes of Flush type switch & socket on the existing plate (only reputed brands has to be supplied subject to approval of the concerned section)				
7.1	Switch 6A	nos	60		
7.2	Socket 6A	nos	60		
7.3	Switch 16A	nos	20		
7.4	Socket 16A	nos	20		
7.5	2 way switch 6A	nos	26		
7.6	Door Bell Switch 6A	nos	15		

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS.SHILLONG-793018.

8	Supplying only of Electric Calling bell 240v AC 50Hz. (only reputed brands has to be supplied subject to approval of the concerned section and sample has to be approved by concerned Section)	nos	12		
9	Supplying of the following sizes of PVC Gangbox (only reputed brands has to be supplied subject to approval of the concerned section)				
9.1	2+1 way Gang box.	nos	8		
9.2	1+1 way Gang box.	nos	10		
10	Supplying of the following sizes of Modular plate and Mica sheet. (only reputed brands has to be supplied subject to approval of the concerned section)				
10.1	1 Module	nos	5		
10.2	2 Module	nos	15		
10.3	3 Module	nos	15		
10.4	4 Module	nos	10		
10.5	6 Module	nos	10		
10.6	Plain Mica sheet 8x10mm.	nos	7		
11	Supplying only of Angle Holder 240V(only reputed brands has to be supplied subject to approval of the concerned section).	nos	20		
12	Supplying only of Pvc Sq. box (only reputed brands has to be supplied subject to approval of the concerned section)	nos	20		
13	Supplying of 9W LED bulb 240v,colour cool day light. . (only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Section).	nos	30		
14	Supplying of 12W LED bulb 240v,colour cool day light. . (only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Sectionv).	nos	120		
15	Supplying only of Wall side lamp (two pin type) wall mounted. (only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Section.	nos	140		
16	Supplying only of 5in1 SS combined 20A,240v-50Hz. (only reputed brands has to be supplied subject to approval of the concerned section)	nos	10		
17	Supplying only of Industrial type socket and Top plug outlet SPN and earth, metal enclosed along with 20 A "C" curve, SP, MCB complete set. (only reputed brands has to be supplied subject to approval of the concerned section)	nos	2		
18	Supplying of the following Isolator & MCB of 240V (Only reputed brands has to be supplied Subject to approval of concerned section).				
18.1	63 Amps, 240 V, Double Pole MCB Isolator.	nos	2		
18.2	6 amps single pole MCB 240 V	nos	5		
18.3	10 amps single pole MCB 240 V	nos	5		
18.4	16 amps single pole MCB 240 V	nos	3		
18.5	20 amps single pole MCB 240 V	nos	4		

ELECTRICAL WORK IN C-TYPE QUARTER AT NEIGRIHMS.SHILLONG-793018.

19	Supplying only 3 core power cord cable of 2.5 sqmm suitable for 3kw Geyser (only reputed brands has to be supplied subject to approval of the concerned section)	mtr	4		
20	Supplying of 12 W LED ceiling mounted light fixture (Full Glow Size 200x200x25 mm as per requirment with minimum system lumen 1200 lumen).(only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Section)	nos	5		
21	Supplying of 9 W LED ceiling mounted light fixture (Full Glow Size 120x120x14 mm as per requirment with minimum system lumen 900 lumen).).(only reputed brands such as Havells, syska, Bajaj, Surya etc sample has to be approved by concerned Section)	nos	2		
22	Supplying of Electrical Insulation Tape (Only reputed brands has to be supplied)	nos	30		
	Total				

Signature of Contractor

