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 793 018 (Meghalaya)
Website: www.neigrihms.gov.in

Tender No: CVENGG-ARC/22/2025-Engg(C); Dated 24th April, 2026

TENDER /BID DOCUMENT

ONLINE OPEN E- TENDER ARE INVITED FROM REGISTERED CONTRACTORS OF PWD / PHE / ESTATE OFFICE (GAD)/ MES / MeECL AND EQUIVALENT CLASS OF CPWD FOR ANNUAL RATE CONTRACT (ARC) -FOR CIVIL WORKS IN THE RMO HOSTEL (OLD) - GROUP – III
(e -Procurement)

BID Document Downloading Start Date	1400 hours of 25.4.2026
Last Date and Time for Submission of Bid Document Online:	1400 hours of 15.5.2026
Last date and Time of Receipt of Earnest Money Deposit (hard copies):	1400 hours of 15.5.2026
Date and Time of Opening of Techno -Commercial Bids:	1400 hours of 16.5.2026
Cost of Earnest Money Deposit (EMD):	Rs.70,000.00

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 online by 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

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

DETAILED TENDER NOTICE

Online tenders in two bid systems are invited from registered contractors of PWD/PHE/Estate office (GAD)/MES/MeECL and equivalent class of CPWD etc for the following work.

Name of work	Estimated cost (Rs) (approx)	EMD (Rs)
Annual Rate Contract for civil works in the RMO Hostel - Group – III	Rs.35,00,000/-	Rs.70,000/-

General Conditions of Contract (GCC):

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (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.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. 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
5. **Earnest Money Deposit (EMD) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of NEIGRIHMS EMD Security Deposits** or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be dropped in the tender box in the Engineering Section, Director's Block, Mawdiangdiang, NEIGRIHMS, Shillong - 793018, ***not later than the last date of e-submission of the tender***.
6. The technical bids will be opened online by a committee of members duly constituted by the Competent Authority of the Institute for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in.in which can be seen by all bidders who participated in the tender.
7. The bidders should download the **BoQ.xls** from CPP Portal and filled 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 /Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
8. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
9. **Contractor shall quote the rate of AT PAR or ABOVE the Meghalaya PWD Schedule of Rates for buildings 2021 – 22 / for Roads 2020 – 21 and as per prevailing market rate for the Non Schedule Items.**
10. **Institute will reject Bids with rates quoting BELOW, the estimated value put to tender, for scheduled items.**
11. Estimates will be based on prevailing and latest MPWD –SOR for building works and MPWD –SOR for Road works
12. Rates will be paid on the basis of the quoted rates of the contractor.
13. The site is located at Mawdiangdiang
14. The ARC is valid for 1 (one) year (Preferably from April - March) and from the date of issue of Letter of Award or till the finalization of the new tender whichever is later.
15. Contractors shall be deemed to have inspected and examined the site of work and its surroundings before submitting the tenders.
16. Bidders can quote not more than 2 groups in each category.
17. Tenderers will have to submit copy of their registration.
18. 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.
19. The successful contractor shall provide a performance security @ of 5% of the value of award / tender value for his proper performance of the contract within 7 (seven) working 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 **NEIGRIHMS EMD Security Deposits**. 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 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.

20. 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 Superintending Engineer, NEIGRIHMS. On receipt of such notice, the SE 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.
21. 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 Engineering / Estate Manager / Sanitary Supt of the Institute
22. 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 before release of Final Bills.
23. The contractor while employing labour should ensure that all the statutory labour laws and regulation prevailing are adhered to.
24. 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 examination , determine the amount of such extension with no financial bearing and shall notify the contractor accordingly.
25. 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 20 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.
26. When whole of the works have been substantially completed, the contractor shall give a notice to the Superintending Engineer of the Institute, accompanied by a written undertaking to finish with due expedition any outstanding work, before start of defect Liability period. Such notice and undertaking shall be deemed to be a request by the contractor to the SE to issue a taking over certificate.
27. Defect liability period shall be 6 (six) months calculated from the date of completion of the works certified by the SE in the completion certificate.
28. The contractor shall employ adequate manpower to meet the requirements of various works assigned under the Annual Rate contract works. Any delay on account of shortage of deployment of labour will be liable for deduction of LD as per clause 25 of the tender terms and conditions
29. 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.
30. 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.
31. Institute is adopting Scheduled of Rates of Meghalaya State –PWD for roads & building. **There will be no price escalation whatsoeve**r. **The rates quoted by the successful bidder on acceptance by the Institute, will be binding and final**.
32. **Average Annual Financial Turnover** during the last five 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**.
33. Parties should have the experience of having successfully completed similar works during the last **5 (five) 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 each** costing not less than the amount equal to **40% of the estimated cost** or (b**) Two similar completed works each** 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.
34. Completion Certificates should indicate the items of works executed along with the date of award of work & time of completion as per work order & actual time of completion and are to be signed by Officers not below the rank of Executive Engineers or Equivalent **(FORMAT –A)**
35. **AVAILABLE BID CAPACITY**
    Applicants who meet the minimum qualification criteria will be qualified only if their available bid capacity at the expected time of bidding is more than the total estimated cost of the work. The available bid capacity will be calculated as under:
    Available Bid Capacity = (A x N x 2 – B), where:
    A - Maximum value of works executed in any one year during the last five years (updated to the current price level). Rate of inflation may be taken as 10% per year which will take into account the completed as well as works in progress
    B – Value of work at current price level of the existing commitment and outgoing work to be completed during the period of completion of work for which are invited.
    N – Number of years prescribe for completion of the works for which the bid are invited is the number of years prescribed for completing the works
36. Running payments can be made to the contractor subject to certification by the Superintending Engineer 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 Superintending Engineer.
37. Parties to submit PAN Card, GST Registration, valid Labour License from Labour Department
38. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.
39. Bidder should submit documents showing that they have enough plant and machineries. Undertaking in the form of affidavit to be submitted. No tools and plants will be supplied by the Institute
40. No materials will be supplied by the Institute.
41. The quoted rates shall be firm, fixed and binding on the contractor irrespective of any variation in the quantities stated in the contract upto ± 15 % variation of the contract value as a whole.

42. Successful Non –Tribal tenderers should submit the valid Trading license within 14 (fourteen) working days from the date of issue of preliminary work order, failing which the order shall be withdrawn at their risk and responsibility. Trading License submitted should be specifically for similar nature of work for which the tender is called for.
43. **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 the Director of the Institute, which shall then take a final call on the matter and will be final and binding.
44. The specifications and mode of measurement for civil works shall be in accordance with PWD specifications unless otherwise specified and more specifically as per approved Drawing, Specification and Estimate.
45. **In the event of responsive parties quoting same rates and having same Available Bid Capacity, the Institute reserves the right to allot the work to the bidder having higher / highest credentials in terms of similar work experience,** etc.
46. 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.
47. **The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof**
48. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected.
49. All documents, registrations should be valid as on the last date of tender.
50. Taxes as applicable will be deducted from the bills of the contractor.
51. Parties to submit the list of technical staff with at least 1(one) experienced Junior Engineer-Civil (Diploma). Attested copy of diploma/degree certificates to be enclosed. Undertaking in the form of affidavit to be submitted.
52. The parties to furnish an affidavit on a non-judicial stamp paper that there is no police/vigilance/CBI case pending against them.
53. Successful bidder will have to furnish an Undertaking to carry out/ execute the work in strict conformity to the specifications as mentioned in the scheduled items and guide notes of the Scheduled of Rates and Indian Standard codes of practice for materials / as per direction of the Engineer-in-charge failing which he/she shall be liable for disqualification/ blacklisted from participating in future tenders of NEIGRIHMS
54. **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, insurance cover, 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 and its employees**
55. 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.
56. **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**
57. 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.
58. The Payment for the work done by the Contractor will be on the basis of measurement of the work executed. **The Contractor's Engineer 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.**
59. Contractors who engage / employ five or more Inter State Migrant Workmen is required to obtain a license from District Labour Office, East Khasi Hills, Shillong as per prevailing labour laws applicable in the State.
60. 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.
61. **All prevailing GFR rules will be applicable and binding**.
62. Wherever relevant, water charges @ 1% on the Order value will be as applicable or Contractor may arrange his / her own water supply with intimation o the Superintending Engineer.
63. 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 or the Contractor may use his / her own DG sets in case of fabrication works etc , with intimation to the Superintending Engineer.
64. Forest Royalty of stone and sand shall be deducted as per latest / prevailing rate of Forest Department Government of Meghalaya
65. **In the event that structural / architectural design is required, the qualified bidder shall at his own cost provide the structural / architectural design from reputed structural engineers / firms and submit to the Institute for acceptance**.
66. **For works costing beyond Rs 2.00 Cr, the successful bidder / contractor will need to have a Quality Control Engineer.**
67. **For concrete / RCC works, contractor will have to carry out standard cube tests before and after casting of any RCC member at the cost of the contractor.**
68. **The court jurisdiction for any dispute, if not settled as per Clause 43, shall be at Shillong, Only.**

Sd/
Superintending Engineer
NEIGRIHMS

Copy to: Accounts officer for information

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

Sl No	Documents	Remarks
1	Earnest money Deposit	
2	Copy of registration	
3	Undertaking not to sub-let the work. (format enclosed with the tender)	
4	Pan Card.	
5	G S T certificate	
6	Valid Labour License	
7	Documentary proof of work orders, completion certificates as specified in clause 27 of the GCC.	
8	Completion certificates as per FORMAT – A	
9	Average Annual Financial Turnover during the last three years as per FORMAT - B	
10	List of technical staff with Undertaking in the form of affidavit	
11	Degree /Diploma Certificate of Technical Staff	
12	Affidavit of no vigilance/police/CBI case pending against them	
13	Plant and machineries. Undertaking in the form of affidavit	

FORM OF UNDERTAKING

To

The Superintending Engineer
NEIGRIHMS

Sub: Annual Rate Contract for civil works in the RMO Hostel – Group – III

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.	2020 – 2021	
2.	2021 - 2022	
3.	2022 - 2023	
4.	2023 - 2024	
5.	2024 - 2025	

SIGNATURE OF
CONTRACTOR

SIGNATURE OF
CHARTERED ACCOUNTANT

BEFORE THE MAGISTRATE FIRST CLASS IN SHILLONG
AFFIDAVIT

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

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

2. That I am a registered contractor, with _____vide Reg. No. _____.

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

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

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

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

DEPONENT

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

Identified by:

MAGISTRATE FIRST CLASS
SHILLONG

(Advocate, Shillong)

Bill of Quantity

Name of the Work: - Annual Rate Contract for civil works in the RMO Hostel - Group – III

Sl No	Description	Unit	Quantity
1	Annual Rate Contract for civil works in the RMO Hostel	Lumpsum	1