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-ESTI/75/2026-Engg(C)/; Dated 27th October,2026

TENDER /BID DOCUMENT

LIMITED TENDER ARE INVITED FROM GOVERNMENT REGISTERED CONTRACTOR FOR PROVISION OF ALUMINIUM PARTITION REGISTRATION COUNTER WITH WORKSTATION FOR ORTHOPEDIC DEPARTMENT IN OPD BLOCK

Last Date and Time for Submission of Bid Document Offline:	14:00 hours of 03.11.2026
Date and Time of Opening of Techno -Commercial Bids:	14:30 hours of 03.11.2026
Cost of Earnest Money Deposit (EMD):	Rs. 7220/-

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 03.11.2026 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)
Provision of Aluminium Partition Registration Counter with Workstation for Orthopedic Department in OPD block	Rs. 3,60,782/-	Rs. 7220/-

General Conditions of Contract (GCC) – Clauses.

1. The Tender is a **Single Bid System.**
2. The Tender Reference No. & name of work is to be mentioned clearly on the 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 NEIGRIHMS EMD Security Deposits.
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.
10. 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 amount of the security shall be 5 % (five percent) of the contract price.
11. 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.
12. The Performance security shall be returned to the contractor within 14 days after the expiry of the Defect Liability period (DLP).
13. If the contractor fails to perform the work as per terms and conditions of the contract, the performance security shall be forfeited.
14. 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.
15. On receipt of such notice, the Superintending Engineer 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.
16. 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.
17. 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.
18. The contractor while employing labour should ensure that all the statutory labour laws and regulations are adhered to.
19. In the event of Exceptionally adverse climatic conditions 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 15 determine the amount of such extension with no financial bearing and shall notify the contractor accordingly.

20. If the contractor fails to complete the execution and completion of the works as specified in the work order , 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.
21. 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 during the defect Liability period. Such notice and undertaking shall be deemed to be a request by the contractor to Superintending Engineer to issue a taking over certificate.
22. Defect liability period shall be 12 (twelve) months calculated from the date of completion of the works certified by the Superintending Engineer in the completion certificate.
23. 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.
24. 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.
25. 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.
26. All the relevant documents required to be submitted along with the tender including the EMD and the price quoted (form annexed to these conditions) should be submitted in the first envelope marked as Envelope I
27. 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.
28. 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.
29. 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.
30. 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 :-
31. (a) **Three (03)** similar completed works costing not less than the amount **equal to 40% of the estimated cost** or
32. (b) **Two similar (02)** completed works costing not less than the amount **equal to 50 % of the estimated cost** or
33. (c) **One similar (01)** completed work costing not less than the amount **equal to 80 % of the estimated cost**. Documentary proof in the form of completion certificates only is to be enclosed failing which the tender will be non-responsive.
34. **In the event of responsive parties quoting same rates, Institute reserves the RIGHT either to allot the work to the bidder having higher / highest credentials in terms of similar work experience, provided the contractor / bidders does not have more than 03(three) ongoing works at hand to be completed during the period of the tender in question OR as per the decision of the Institute, which will be final and binding.**
35. Completion Certificates are to be signed by Officers not below the rank of Executive Engineers.
36. 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)
37. 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.
38. Parties to submit PAN Card
39. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.
40. No tools and plants will be supplied by the Institute
41. No materials will be supplied by the Institute.
42. Contractors should clearly mention the name of work for which they are quoting for in both the Envelopes.
43. While submitting price bids, contractors should not use correction fluid. Price bids where correction fluid has been used will not be accepted.
44. 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.
45. Successful Non –Tribal tenderers should submit the valid Trading license.
46. **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**

47. 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.
48. 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.
49. 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.**
50. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof
51. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected.
52. All documents, registrations should be valid as on the date of tender.
53. Govt. taxes and duty as applicable will be deducted from the bills of the contractor.
54. 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.
55. The parties to furnish an affidavit on a non-judicial stamp paper that there is no police/vigilance/CBI case pending against them.
56. Tender documents can be downloaded from the Institute's website www.neigrihms.gov.in
57. 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
58. 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.
59. 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
60. 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.
61. Filling of tender forms inside the Institute's premise is strictly prohibited.
62. 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.
63. 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.
64. All rules of GFR will be applicable
65. Wherever relevant, water charges @ 1% on the Order value will be applicable
66. 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.
67. Forest Royalty of stone and sand shall be deducted as per latest rate of Forest Department Government of Meghalaya
68. Tenders sealed with wax; brown tape; etc only will be accepted. Stapled tenders will be rejected.
69. Contractors / Bidders are to sign on all pages of the tender, as acceptance to all the above clauses of GCC of the tender, failing which their tenders will be treated as Non –Responsive.

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	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 Superintending Engineer
NEIGRIHMS

Sub:. Provision of Aluminium Partition Registration Counter with Workstation for Orthopedic Department in OPD block

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

Signature

Date :-

FORMAT - A.

1) Name of Contractor: - ……..
2) Name of work : - ……..
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) Completed / Not Completed :- ……
9) Physical Progress :- …….
10) Likely date of Completion :- ……..
11) 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)**

Dated :-

FINANCIAL STATEMENT

Sl No	Financial Period	Amounts In Lakhs
1.	2023 - 2024	
2.	2024 – 2025	
3.	2025-2026	

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:-

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

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

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

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

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.

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

DEPONENT

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

Identified by:

MAGISTRATE FIRST CLASS
SHILLONG
(Advocate, Shillong)

Price Bid:

Name of the Work: - Provision of Aluminium Partition Registration Counter with Workstation for Orthopedic Department in OPD block

Sl no	Description	Unit	Quantity	Rate To Be Quoted **AT PAR / ABOVE** MPWD SOR (R&B - 20-21) & MPWD (Building) 2021 - 22
1	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS:733 and IS:1285, fixing with dash fasteners of required diameter and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing/ panelling, C.P. brass/ stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, and panellingto be paid for separately): a)For fixed portion iii) Polyester powder coated aluminium (minimum thickness of polyester powder coating 50 micron)	Kg	248.27	
2	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS:733 and IS:1285, fixing with dash fasteners of required diameter and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing/ panelling, C.P. brass/ stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, and panellingto be paid for separately): b)For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber/ neoprene gasket required (Fittings shall be paid for separately) iii)Polyester powder coated aluminium (minimum thickness of polyester powder coating 50 micron)	Kg	10.92	
3	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber/ neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge: c With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm)	Sqm	9.32	

4	Providing and fixing anodised aluminium grill (anodised transparent or dyed to required shade according to IS:1868 with minimum anodic coating of grade AC 15) of approved design/pattern, with approved standard section and fixed to the existing window frame with C.P. brass/ stainless steel screws @ 200 mm centre to centre, including cutting the grill to proper opening size for fixing and operation of handles and fixing approved anodised aluminium standard section around the opening, all complete as per requirement and direction of Engineer-in-charge. (Only weight of grill to be measured for payment).	Kg	22.19	
4	Providing and fixing 12 mm thick pre-laminated particle board flat pressed three layer or graded wood particle board conforming to IS:12823 Grade-l Type-ll, in panelling fixed in aluminium doors, windows shutters and partition frames with C.P. brass/ stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge.a) Pre-laminated particle board with decorative lamination on one side and balancing lamination on other side	Sqm	33.20	
5	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS:1868) transparent or dyed to required colour or shade, with necessary screws etc. complete: a 125 mm	Each	2	
6	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS:1868) transparent or dyed to required colour or shade, with necessary screws etc. complete: b 250x10 mm	Each	2	
7	Providing and fixing aluminium sliding door bolts, ISI marked anodised (anodic coating not less than grade AC 10 as per IS:1868), transparent or dyed to required colour or shade, with nuts and screws etc. complete: b 250x16 mm	Each	1	
8	Providing and fixing aluminium hanging floor door stopper, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS:1868) transparent or dyed to required colour and shade, with necessary screws etc. complete. b Twin rubber stopper	Each	1	
9	Providing and fixing specified wood frame work consisting of battens 50x25mm fixed with rawl plug and drilling necessary holes for rawl plug etc. including priming coat complete. b With 1stClass Local wood (Pooma/ Hollock/ Gamariand the like)	Cum	0.04	
10	Providing and fixing in wall lining flat pressed three layer (medium density) particle board or graded wood Pre laminated one side decorative lamination and other side balancing lamination Grade I, Type II, IS:12823 marked, including priming coat on unexposed arrangement and screws etc. complete: b 18 mm thick	Sqm	32.20	
11	Providing & Fixing decorative high pressure laminated sheet of plain/ wood grain in gloss/ matt/ suede finish with high density protective surface layer and reverse side of adhesive bonding quality conforming to IS:2046 Type S, including cost of adhesive of approved quality. b 1.0 mm thick	Sqm	64.84	

12	Providing and fixing powder coated telescopic drawer channels 300 mm long with necessary screws etc. complete as per directions of Engineer- in-charge.	Set	9	
13	Providing and fixing chromium plated brass handles with necessary screws etc. complete: a 125 mm	Each	9	
14	Providing and fixing special quality bright finished brass cupboard or ward robe locks with four levers of approved quality including necessary screws etc. complete. b 50 mm	Each	9	
	Total in Rupees & In words			

Name of the Contractor: -

Signature: -

Date:-