

North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
(An Autonomous Institute under the Ministry of AYUSH)
Government of India
Mawdiangdiang, Shillong, Meghalaya-793018

INVITATION FOR TENDER/BIDS

The North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong, Meghalaya an autonomous institute under the Ministry of AYUSH, Government of India invites sealed tenders from CPWD/PWD/Other State Govt. Regd. Contractors in prescribed format for Construction of Podium at its Campus. Interested parties may kindly inspect the site physically before quoting their rates.

IMPORTANT DETAILS:-

Name of Work	"Construction of Podium at NEIAH Campus"
Tender Fee	Rs. 500/-
Last Date and Time for receipts of tender/bid	Tuesday, 3 rd April , 2018, 2.30pm
Address of Communication	The Director North Eastern Institute of Ayurveda & Homoeopathy Mawdiangdiang Shillong, Meghalaya-793018
City office contact number	+97-364-264538134
Date of opening of Bids/Tender and address	Tuesday, 3 rd April , 2018, 3.00pm at the o/o Director, NEIAH, Mawdiangdiang, Shillong, Meghalaya-793018
Earnest Money deposit (EMD)	Rs. 20,900/-

General Terms & Conditions

Before quoting for the Tender, it is requested to kindly go through the tender document thoroughly and abide by all the terms and conditions given. Non-Compliance of any of the Terms & Conditions below may lead to non-consideration of the Bid and no request whatsoever shall be considered under any circumstances.

The detailed Terms and Conditions are as under:

1. **Preparation and Submission of Tender:** The Tender should clearly mention “Name of Work” and should be addressed to the “The Director, North Eastern Institute of Ayurveda & Homoeopathy, Mawdiangdiang, Shillong- 793018.” The contractor should give their complete address on the bottom left corner of the Main Cover.
 - a. At the time of submission of bid document, the Tenders may be dropped in the Tender Box kept in the office of the Director, NEIAH, Shillong or sent through Speed/Registered post to “The Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong, Meghalaya-793018” so as to reach by the stipulated date and time.
 - b. Bidder shall submit a copy of the tender document with each page of the document duly signed and stamped to confirm the acceptance of the entire Terms & Conditions as mentioned in the tender enquiry document.
2. **Tender Fee:** Tender fee will be Non-refundable amount of Rs. 500/- (Rupees Five hundred only) and shall be payable in the form of Demand Draft/Banker’s Cheque in favor of “Director, North Eastern Institute of Ayurveda & Homoeopathy, payable at Shillong, Meghalaya” and should be enclosed in separate cover along with the Technical bid and on the cover “Tender fee” should be neatly written. No forms downloaded through website would be accepted/considered valid without the payment of the Tender fee.
3. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 20,900/- (Rupees Twenty thousand nine hundred only) by way of Demand Draft/Banker’s Cheque. The demand drafts/Banker’s Cheque shall be drawn in favor of “Director, North Eastern Institute of Ayurveda & Homoeopathy, payable at Shillong, Meghalaya” along with the complete bid document. The EMD of the successful bidder(s) shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(S) received without Demand Drafts of EMD will be rejected.
 - a. Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill in respect of any previous work will not be entertained.
 - b. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest Money will be forfeited.
 - c. The tender without Earnest Money and Tender Fee will be summarily rejected.

- d. The EMD, in case of unsuccessful Bidders shall be retained by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya till the finalization of the tender. No interest will be payable by the North Eastern Institute of Ayurveda & Homoeopathy, Shillong, Meghalaya on the EMD.
4. **Rate:** Rates quoted must be given in the prescribed format only .
 5. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representatives attending on the opening of the tender on behalf of the tender should bring with him a letter of authority from the tenderer and proof of identification. The tenders received after the stipulated date will be rejected. Further, the NEIAH does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
 6. **Validity:** The tender submitted by the contractor shall remain valid for a period of 6 (six) months from the date of opening of the tender and the contractor shall be bound to take-up the allotted work at his own quoted rates, till the completion of the work. No revised rate will be paid for increasing cost of materials, labor charges, etc. and shall be governed by the rules as per Meghalaya PWD Works Manual.
 7. **Time of completion:** The completion for the work is allowed for 4(four) weeks from the 7th Day after the written order to commence the work. No extension of time will be allowed unless written permission with valid reasons granted by the competent authority is submitted. This reason may or may not be considered, and it is at the discretion of NEIAH engineers to do so.
 8. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 7 % of contract value after receiving work order in the form of Fixed Deposit Receipt of Bank Guarantee from any Nationalized Bank duly pledged in the name of the “Director, North Eastern institute of Ayurveda & Homoeopathy, Shillong” which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of North Eastern Institute of Ayurveda & Homoeopathy, Shillong in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor’s performance obligations (including Warranty/ Guarantee period) under the contract. No interest whatsoever accumulated upon the performance security is payable of NEIAH to the bidder.
 9. **Payment Term:** After satisfactory completion of the work, bills in triplicate may be submitted to the office for arranging payment. While submitting the bills, the contractor shall give in writing that all the statutory & legal dues/norms have been fully complied with and in case of any default, the contractor shall be lone and sole responsible for the same. Necessary taxes will be deducted from the bill at the time of payment. Payment will be made based on actual measurement of work and Payment shall be made only on the satisfactory completion of the work. Part payment/supplementary/enhanced/revised bill shall not be considered in any circumstances.
 10. **Taxes:** Any taxes and/or other Government levies as applicable or becoming applicable later due to or under any law shall be deducted from the bill.

11. **Legal Jurisdiction:** Any dispute if arises, is subject to exclusive jurisdiction of competent court and forum in Shillong, Meghalaya, India only.

12. Reserved Right:

- a) The Director, NEIAH reserves the right to reject any tender either in part or full without assigning any reason thereof.
- b) In case of any dispute, the Director, NEIAH, Shillong shall act as the arbitrator and her/his decision shall be final and binding on the contractor.
- c) It is not mandatory to accept the lowest rate of the tenders. Competent authority reserves the right to select the competent firms/contractors.

Other General Terms and Conditions are:

- (a) Except where specification provided, all materials including tools/basic facilities etc. required; for the execution of the works shall have to be arranged by contractor himself & the quality of ISI standard/as per estimate should be maintained strictly without fail. The required cash memo in support of the quantity of materials utilized are to be submitted with the bills.
- (b) The work should be completed invariably within the stipulated time as per Drawing/plan at the allocated site only. Sub-standard work is not acceptable.
- (c) Canvassing in any form in connection with the tender is strictly prohibited and shall lead to strict administrative measure including black listing.
- (d) The contractors will have to make their own arrangement for water/lighting as well as arrangement for accommodation to stay of workers etc. for carrying out the work in time. No labour of the contractor will be allowed to stay within the Campus/site of the work unless written permission from NEIAH is asked and been granted by NEIAH for the accommodation of the labourers.
- (e) Samples of all materials and fittings to be used in the work in respect of brand, manufacturers and quality shall be got approved from the engineers concerned of in NEIAH, samples must be produced on demand free of cost.
- (f) The contractor shall be fully liable for observance of all statutory & legal dues/norms viz. EPF, ESIC, Child labour Act, Minimum Wages Act, Non Compliance of any statutory or legal dues/norms shall be the sole responsibility of the contractor.
- (g) The contractor shall take all safety measures and precautions and be wholly responsible for ensuring safety during execution of work till completion of entire work allotted to him.
- (h) For carrying out the works on Sunday/Holiday or during night shift, proper prior permission should be obtained from the In-Charge of the Division concerned.
- (i) No compensation shall be paid to the contractor for any damages caused by natural calamity/accidents during the execution of the work.
 - (j) If any contractor fails to complete the work within the specified time, LIQUIDATION DAMGE CLAUSE shall be invoked and penalty @ 1% of the contract value per week shall be levied, subject to a maximum of 10% of the total contract value.
 - (k) 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 contractor's equipments, surplus material, rubbish and temporary work of any kind.

(A) List of documents to be submitted

The bidder shall submit the following Documents with Technical Bid –

- a) Registration Certificate with full validity.
- b) Professional/Sales Tax certificate/GST.
- c) PAN Card
- d) Trading License Certificate (in case of non-Tribal contractors)
- e) Labour license.
- f) Caste Certificate.
- g) IT Exemption Certificate of last work done from any department in respect of ST tenderers.
- h) Past experiences/work order of the last 3-5 years
- i) Earnest Money Deposit (EMD) of Rs20,900/- (Twenty thousand nine hundred only) in the form of Bank Draft drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- j) Tender Fee of Rs. 500/- (Rupees Five Hundred Only) in the form of Bank Draft Drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong.
- k) Bid Documents with each Page duly signed and stamped by the Bidder as a token of acceptance of the Terms and Conditions laid down by this Institute. The bid should contain all the pages. In case of any missing page, bid is liable to be rejected.

Name of the Contractor:

Signature of the contractor with seal:

Address:

Registration:

Contact No:

Annexure – I

Format of Technical Bid

1. Name of Firm/ Contractor	
2. Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
3. Name of the owner(s)/proprietor(s)/partner(s)/Director(s) with address and phone numbers.	
4. Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
5. Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization etc. if so, give details.	
6. Yearly turnover of the organization during last three years (year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 03 years)	Rs. For 2014-15 Rs. For 2015-16 Rs. For 2016-17 (Provisional)
7. No. of years of experience in the relevant field. (enclose certificate)	
8. Office Address at Guwahati/Shillong	
9. Bank Account Details: Name of Bank Branch Account No IFSC code	
10. Details of EMD No. Date, Amount, and Bank name	
11. Details of Tender Fee No. Date, Amount, and Bank name	
12. Service Tax Number/VAT Number/GST Number(Enclosed documentary evidence)	
13. Income tax no:- Permanent A/c no (enclose documentary evidence)	

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place:

BILL OF QUANTITY

Sl. No.	Item no.	Particulars	Unit	Quantity	Rate quoted by Contractor at PAR/ABOVE the MPWD SOR 2015-16
1	1.1(b)	Earthwork in excavation 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. In hard/ dense soil	Cum	6.74	
2	1.4/ 1.4.1(b)	Earthwork in filling including necessary carriage, watering, ramming etc. complete as directed and specified.	Cum	105.26	
		Earth/ Sand filling in plinth in layers not exceeding 150mm thick With available excavated earth including breaking of clods, consolidating each layer by ramming and watering with all lead and lifts.			
3	2.5/ 2.5.1 (b)	Providing and laying Concrete in Reinforced Cement Concrete Works using Concrete Mixture Machine with coarse sand & 20mm down graded stone aggregate including dewatering if necessary, and curing complete but excluding cost of form work and reinforcement for reinforced cement concrete work (form work and reinforcement will be measured and paid separately)	Cum	1.69	
		In Foundation and sub - structure including footing, columns with base, tie and plinth beam, pile cap, raft slab, base slab, RCC walls, retaining walls, walls of septic tank, inspection pit and the like and other works not less than 100mm thick up to Plinth Level. (Without using admixture, plasticiser)			
		M20 or Prop. 1:11/2:3			
4	2.5/ 2.5.3(b)	Providing and laying Concrete in Reinforced Cement Concrete Works using Concrete Mixture Machine with coarse sand & 20mm down graded stone aggregate including dewatering if necessary, and curing complete but excluding cost of form work and reinforcement for reinforced cement concrete work (form work and reinforcement will be measured and paid separately)	Cum	81.26	
		In Columns, pillars, posts, struts, suspended floor, roof, landing, shelf and support, balcony, lintel, sill band, beam, girder, bressumer, cantilever, staircase etc. above plinth level upto 1st floor level. (Without using admixture, plasticiser)			
		M20 or Prop. 1:1.5:3			
5	4.1(c)	Providing brick soling in foundation and under floor with stone/ best quality picked jhama brick, sand packed and laid to level and in panel after preparing the subgrade as directed including all labour and materials and if necessary dewatering, complete.	Cum	82.56	
		Stone soling of thickness 100mm.			

6	4.11(b)(i)	Stone masonry work in retaining wall, wing wall, abutment,	Cum	12.33	
		foundation, steps, plinth etc. in cement mortar in prop 1:6 with levelling course of 1:6:12 with unsize stone / Mawthup both faces hammer dressed including bonding, providing face stone, through stone and centering including racking of joints, curing and supplying and all carriage of stone as directed			
		Random Rubble Masonry			
		In Sub-structure upto Plinth Level Stone soling of thickness 100mm.			
7	5.2(a)	15 mm thick Cement plaster in single coat on rough side of single or half brick wall for interior plastering up to 1st floor level including arises, internal rounded angles, not exceeding 80mm girth and finished even and smooth including curing complete as directed. In cement mortar 1:3	Sqm	31.41	
8	3.40	Providing polished granite tiles of approved quality, size, shape and thickness not less than 18 mm on floors, skirting, risers and treads of steps over 15 mm thick base of cement mortar in prop. 1:3 (1 cement : 3 coarse sand) including cutting where necessary finished with flush pointing with Fix-A-Tile (Choksey/Sika/Pidilite/Rouf) / white cement slurry mixed with approved pigment to match shade of tiles, mixed with approved pigment to match the shade of the tiles, complete at all levels as specified and directed. (Cement plastering to be measured and paid separately). (Coloured pigment should be in conformity with colour of tiles and as approved and directed by the Department)	Sqm	82.560	
9	17.7	Providing and fixing stainless steel (Grade 304) railing made of Hollow tubes, channels, plates etc., including welding, grinding, buffing, polishing and making curvature (wherever required) and fitting the same with necessary stainless steel nuts and bolts complete, i/c fixing the railing with necessary accessories & stainless steel dash fasteners, stainless steel bolts etc., of required size, on the top of the floor or the side of waist slab with suitable arrangement as per approval of Engineer in-charge, (for payment purpose only weight of stainless steel members shall be considered excluding fixing accessories such as nuts, bolts, fasteners etc.).	kg	367.63	

(Signature of the Bidder)
Along with Stamp of Firm/Company

Date:
Place: