

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

EXPRESSION OF INTEREST (EoI)

The North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong Meghalaya an autonomous institute under the ministry of AYUSH, Government of India invites sealed tenders from CPWD/PWD/Other State Govt. Reg. Contractors in prescribed format for the work of “ Repair and painting of external walls of Office, Hospitals & College buildings at NEIAH”. Interested parties may kindly inspect the site physically before quoting the rates.

IMPORTANT DETAIL:-

Name of Work	"Repair and painting of external walls of Office, Hospitals & College buildings at NEIAH"
Tender Fee	₹ 1000/-
Last Date and Time for Receipt of tender/bid	Thursday , 25th March 2021, 2:30 pm
Address of Communication	The Director North Eastern Institute of Ayurveda & Homeopathy Mawdiangdiang Shillong, Meghalaya-793018
Office Contact number	0364-2538134
Date of opening of Bids/Tender and Address	Thursday , 25th March 2021, 2:30 pm The Director, North Eastern Institute of Ayurveda & Homeopathy Mawdiangdiang Shillong, Meghalaya-793018
Earnest Money Deposit	₹ 70,000.00/-

The tender document may be downloaded from tender section of NEIAH Official website: “neiah.nic.in”.

General Terms & Conditions

Before quoting for the Tender, it is requested to kindly go through the tender documents 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 & Conditions are as under:

1. **Preparation and Submission of Tender:** The Tender should clearly mention “Name of Work” and should be addressed to “The Director, North Eastern Institute of Ayurveda & Homeopathy, 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 Tender may be dropped in the Tender Box kept in the office of the Director, NEIAH, Shillong or sent through Speed/Reregistered post to “The Director, North Eastern Institute of Ayurveda & Homeopathy (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 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 ₹ 500/- (Rupees Five Hundred only) and shall be payable in the form of Demand Draft, Banker’s Cheque in favour of “Director, North Eastern Institute of Ayurveda & Homeopathy, 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 ₹ 70,000.00/- (Rupees Seventy Thousand only) by way Demand Draft/Banker’s Cheque/FDR/CDR. The demand drafts/Banker’s Cheque/FDR/CDR shall be drawn in favour of “Director, North Eastern Institute of Ayurveda and Homeopathy, 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 afterward 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. Tendered shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case of tendered 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 & Homeopathy, Shillong, Meghalaya till the finalisation of the tender. No interest will be payable by the North Eastern Institute of Ayurveda & Homeopathy, Shillong, Meghalaya on the EMD.
 - e. **Validity:** The EMD amount shall be drawn on a date after the date of advertisement of this bid and should be valid for minimum of 90 days.

4. **Rate:** Rates quoted must be given in the prescribed format as mentioned in Annexure II.
5. **Opening of Tender:** The tendered is at liberty either himself or authorise not more than one representative to be present at the opening of the tender. The representative attending on the opening of the tender on behalf of the tenderer 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 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 rate, till the completion of the work. No revised rate will be paid for increasing cost of material. Labour charges, etc. And shall be governed by the rules as per Meghalaya PWD Work Manual.
7. **Time of completion:** The completion for the work is allowed for 4(four) weeks from the date of issue of formal work order to commence to 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 consider, and it is at the discretion of NEIAH authority to do so.
8. **Performance Security:** The successful tenderer will be required to furnish a Performance Security Deposit of 5% of the contract value after receiving work in the form of Fixed Deposit Receipt of Bank Guarantee from any Nationalised Bank duly pledged in the name of the "Director, North Eastern Institute of Ayurveda and Homeopathy, Shillong" which shall be kept valid for a period of 180 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of North Eastern Institute of Ayurveda, Shillong in the breach or negligence or non-observance of any condition of the 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 Terms:** 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 fully complied with 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. **Financial Standing:** The bidder should be financially sound enough to execute the work and should not be declared bankrupt / insolvent by any court of law.
12. **Experience:** The bidder should have enough experience in executing similar works within the last three years:-
 - (a) Single (01) work value of ₹30 Lakhs or more.
 - (b) Two (02) work value of ₹ 15 Lakhs each or more.
 - (c) Three (03) work value of ₹ 10 Lakhs each or more.

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 firms/contractors.

13. **Exemptions:** MSE registered under department of Micro, Small and Medium Enterprises (MSME) are eligible for exemption of tender fee and Earnest Money Deposit as per rule.

14. **Agreement:** The successful bidder has to sign an agreement with NEIAH Shillong regarding the execution of the said work.

Other general terms & 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 utilised are to be submitted with the bill.
- (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 blacklisting.
- (d) The contractors will have to make their own arrangement for wear/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 accommodations of the labourers.
- (e) Samples of all material 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 and legal dues/ norms namely viz. EPF, ESCI, Child Labour Act, minimum Wages Act, Non compliance of any statutory or legal dues /norms shall be the sole responsibility of the contractors.
- (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/holidays or during night shifts, 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/accident during the execution of work.
- (j) If any contractor fails to complete the work within the specified time, LIQUIDATION DAMAGE Clause shall be evoked and penalty at the rate of 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 contractors 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. Copies of audited balance sheet last 3 year.
- j. Earnest Money Deposit(EMD) of ₹ ₹ 70,000/- (Seventy Thousand only) in the form of Bank Draft drawn in favor of Director, North Eastern Institute of Ayurveda & Homeopathy, Shillong .
- k. Bid documents with each Page duly signed and stamped by the Bidder as a token of acceptance of the terms and Condition laid down by this Institute. The bid should contain all the pages. In case of any missing page, bid is liable to be rejected.

NOTE: Both the technical bid and financial bid, should be put in separate sealed envelope marked as Technical bid and Financial Bid respectively , and should then be placed in the main sealed envelope super scribing " Repair and painting of external walls of Office, Hospitals & College buildings at NEIAH"

NAME OF THE CONTRACTOR:
SIGNATURE OF THE CONTRACTOR :
ADDRESS :
REGISTRATION:
CONTACT NUMBER:

Annexure – I
Format of Technical Bid

1. Name of Firm/Contractor	
2. Type of the organization * whether sole proprietor, 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 do, give details.	
6. Yearly turnover of the organization during last three years(year wise) - as certified by the chartered accountant(enclose copy of balance sheet of last 03 years)	₹ For 2017-18 ₹ For 2018-19 ₹ For 2019-20 (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, Account , and Bank Name	
12. Service Tax Number/VAT Number/GST Number(enclose documentary evidences)	
13. Income tax no:- Permanent A/C No (enclose documentary evidence)	

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

Date:
Place:

Annexure II
Format of Financial Bid

BILL OF QUANTITY

1. Total Area for all the Buildings

Sl No.	Buildings	Unit(area)	Quantity(total square)
1.	Homoeopathy Hospital	Sqm	1717.00
2.	Ayurveda Hospital	Sqm	4995.00
3.	College of Homoeopathy	Sqm	2108.88
4.	College of Ayurveda	Sqm	3159.60
5.	Office of the Director	Sqm	998.40
	TOTAL	Sqm	12978.88

Sl. No	Work	Unit (in Sqm)	Rate quoted by contractor /Sq meter	TOTAL
1.	Removing existing white or colour washon wall surfaces by steel wire brushing and/ or scraping, sand papering and preparing the surface smooth including necessary repairs to scratches complete.	12978.88		
2.	Applying one self-priming coat of acrylic emulsion coating of Unicem "Rakshak" brand by thinning 1ltrs of paints with 1ltrs of water over freshly plastered wall surface after thoroughly brooming the surfaces free from mortar droppings and other foreign matter and including preparing the surface even and sand papered smooth as specified and directed by the department.	12978.88		
3.	Finishing wall with two coats of acrylic emulsion exterior coatings of Unicem "Rakshak" brand of required shade by thinning 1ltr. of paint with 750ml of water to give an even shade after thoroughly brooming the surfaces to remove all dirt and remains of loose powdered materials as specified and directed by the department.	12978.88		

4.	Demolishing the plastering from walls/ R.C.C. and P.C.C. members without causing any damage to the wall/ member up to any height including disposal of debris as directed for all levels.	12978.88		
5.	20 mm thick Cement plaster on rough side in two coats (backing coat 15 mm and finishing coat 5mm thick) on single or half brick walls for interior plastering up to 1st floor level including arises, internal rounded angles, chamfers and / or rounded angles not exceeding 80mm in girth and finished even and smooth including curing complete as directed.(b) In cement mortar 1:4	12978.88		
6.	Applying one self-priming coat of acrylic emulsion coating of Unicem "Rakshak" brand by thinning 1ltrs of paints with 1ltrs of water over freshly plastered wall surface after thoroughly brooming the surfaces free from mortar droppings and other foreign matter and including preparing the surface even and sand papered smooth as specified and directed by the department.	12978.88		
TOTAL COST				

(Rupees)

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

Date:
Place: