

पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH)
(भारत सरकार, आयुष मंत्रालय के अधीन एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of AYUSH, Government of India)
माउडियांडियां, शिलांग, मेघालय-793018
Mawdiangdiang, Shillong, Meghalaya-793018



TENDER DOCUMENT

NIT No. COS-15013/1/2024-Civil Branch/2

Dated: 22/10/2025

Part- A : Technical Bid

NAME OF WORK

**Repairing of Phase II buildings Terrace Doors and other Civil minor repairs at
NEIAH, Mawdiangdiang, Shillong, Meghalaya**



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INVITATION FOR TENDER/BIDS

Tenders is invited from CPWD/PWD/Other State Govt. Regd. Contractors for the work **“Repairing of Phase II buildings Terrace Doors and other Civil minor repairs at NEIAH, Mawdiangdiang, Shillong, Meghalaya”**.

IMPORTANT DETAILS:-

Name of Work	Repairing of Phase II buildings Terrace Doors and other Civil minor repairs at NEIAH, Mawdiangdiang, Shillong, Meghalaya
Estimate cost of work	₹ 4,28,633 /- (Approx.)
Last Date and Time for receipts of tender/bid offline	Thursday, 14.30 hours of 13 th November, 2025
Date of opening of Bids/Tender	Friday, 10.00 hours of 14 th November , 2025
Address of Communication	The Director North Eastern Institute of Ayurveda & Homoeopathy Mawdiangdiang Shillong, Meghalaya-793018
Earnest Money deposit (EMD)	₹ 8,575/-

Tender document is also available in the Institute's website at www.neiah.nic.in

Name of the Contractor:
Signature of the contractor with seal:
Address:
Registration:
Contact No:

Terms and condition of Contract:

Before quoting for the Tender, bidders are 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 is a two bids system i.e the Technical Bid and the Financial Bid and shall be submitted online at the CPPP website.
 - (a)
 - (a) The hard copy should be sealed by the bidder in two separate covers name "Technical Bid" and "Financial Bid". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as **“Repairing of Phase II buildings Terrace Doors and other Civil minor repairs at NEIAH, Mawdiangdiang, Shillong, Meghalaya”** and should 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.
 - (b) Copy of the tender paper should be enclosed in the Technical bid and each page of the document should be duly signed and stamped to confirm the acceptance of the entire Terms & Conditions.
2. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of ₹ 8,575/- (**Rupees Eight Thousand Five Hundred Seventy Five only**) by way 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”. 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.
 - (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) Bid(S) received without Demand Drafts of EMD will be summarily rejected.
 - (d) The EMD, in case of unsuccessful Bidders shall be retained till the finalization of the tender. No interest will be payable by NEIAH, Shillong, Meghalaya on the EMD.
3. **Rate:** Rates should be quoted in the Financial Bid (i.e BOQ) only and must be inclusive of taxes, etc. as may be applicable.
4. **Technical Evaluation:** Detailed technical evaluation shall be carried out by Institute as per the conditions in the tender to determine the substantial responsiveness of each tender. The substantial responsiveness bid(s) are those that conforms to all terms and conditions of the tender without any deviation. The Institute shall also evaluate the technical bid(s) to determine whether all documents listed in the tender have been properly signed and submitted and also whether bids submitted are in order.

5. **Financial Evaluation:** Financial evaluation shall be carried out and after due evaluation of the bid(s) NEIAH, Shillong shall award the work to the lowest evaluated responsive bidder.
6. **Validity:** The tender submitted by the contractor shall remain valid for a period of 90 days 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.
7. **Time of completion:** The completion for the work is allowed for 4(three) 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 bidder will be required to furnish a Performance Security Deposit of 5 % 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(NEIAH), 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 the Director, NEIAH, 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/ Defect Liability 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, bill may be submitted to the office for 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 shall be in accordance with the PWD/CPWD specifications unless otherwise specified. 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 his/her 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.

13. Defect Liability Period: The Defect Liability Period shall be for 1(one) year from the date of handover/takeover

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.
- (b) The work should be completed invariably within the stipulated time as per Drawing/plan or as directed by the engineer of the Institute 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 DAMAGE 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 Uploaded & submitted

The bidder shall submit the following Documents with Technical Bid –

- a) Valid Registration Certificate.
- b) Professional Tax /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) Financial Turnover documents during last three years
- i) Past experiences/work order of the last 3-5 years
- j) Earnest Money Deposit (EMD) of ₹ 8,575/- (**Rupees Eight Thousand Five Hundred Seventy Five 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:

Details of the Bidder

Sl. No.	<i>Details of the Bidder</i>	
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- Name of registering authority, Date and Registration number. (enclose documentary evidence)	
5.	Income tax no:- Permanent A/c no (enclose documentary evidence)	
6.	IT Exemption Certificate of last work done from any department in respect of ST tenderers.	
7.	Professional Tax /GST No. (enclose documentary evidence)	
8.	Labour Licence No. and validity(enclose documentary evidence)	
9.	Trading License Certificate No. (in case of non-Tribal contractors)	
10.	Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization etc. if so, give details.	
11.	Yearly Financial 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 2022-23 Rs. For 2023-24 Rs. For 2024-25 (Provisional)
12.	No. of years of experience in the relevant field. (enclose certificate)	
13.	Office Address	
14.	Bank Account Details: Name of Bank Branch Account No IFSC code	
15.	Details of EMD No. Date, Amount, and Bank name	

(Signature of the Bidder)

Along with Stamp of Firm/Company

Date:

Place

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Part- B : Financial Bid

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