

**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
Bijni Complex, Laitumkrah, Shillong-793003, Meghalaya.  
Ph:+91-364-2501169(O), Fax:+91-364-2501113  
Website:www.nitm.ac.in



## **TENDER DOCUMENT FOR**

### **THE WORK ():-**

**Renovation works in the Lecture Hall, Meeting Room of the Academic Block & Pantry Room of Dean's Block, NIT Meghalaya at Bijini Complex, Laitumkrah, Shillong.**

**November- 2021**

Signature of the Contractor:\_\_\_\_\_



**राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय**  
**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
(An Institute of National Importance under Ministry of HRD, Govt. of India)  
**Bijini Complex, Laitumkhrah, Shillong-793003, Meghalaya.**  
Ph: +91-364-2501294 (O) Fax: +91-364-2501113  
**Website: www.nitm.ac.in**

**NIT No: NITMGH/EN/TENDERS/03/2021-22/64**

**Dated: 22/11/2021**

1. On behalf of National Institute of Technology (NIT) Meghalaya, sealed item-rate tenders in single bid system are invited for the following work:

Sl/No	Description	Details
i.	Title of Work	Renovation works in the Lecture Hall, Meeting Room of the Academic Block & Pantry Room of Dean's Block, NIT Meghalaya at Bijini Complex, Laitumkhrah, Shillong.
ii.	Estimated cost	Rs.1.54 Lakhs (Approx)
iii.	Period of completion	20 (Twenty) days.
iv.	Issue of tender document	The tender documents can be downloaded from the Institute website: <a href="http://www.nitm.ac.in">www.nitm.ac.in</a>
v.	Last date and time for receipt of tenders	29.11.2021 up to 13:00 hours
vi.	Due date and time of opening of tenders	29.11.2021 at 14:00 hours
vii.	Earnest Money Deposit (EMD)	Rs. 3100/-

**2. Eligibility Criteria:**

Tenderers should satisfy/fulfill the following eligibility criteria:

Sl.No.	Eligibility Criteria	Documentary proof for eligibility (Attested copies to be submitted)
a	Should have satisfactorily completed the works as mentioned below during the last seven years: i. Three similar works each costing not less than 40% of the estimated amount put to tender (or) ii. Two similar works each costing not less than 60% of the estimated amount put to tender (or) iii. One similar works costing not less than 80% of the estimated amount put to tender.	(i). Certified copy of work orders <b>and</b> completion certificates issued by the authority concerned (from client) clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work must be submitted to establish work experience. (ii). Completion certificates for works issued by Private parties shall be supported by Tax Deducted at Source (TDS) certificates.
	<b>.Note: Similar works means Civil Works.</b>	

3. The tenderer shall submit along with the tender all the mandatory documents required for construction works; viz; Registration Certificate, GST Registration, Valid Tax Clearance Certificate, PAN Card, EPIC, ST Certificate, Trading License (as applicable), TIN/TAN, etc. are to be submitted along with the tender; failing which tender(s) will summarily be rejected.

4. Non-Tribal contractors should produce/ furnish valid "Trading License" issued by the competent authority for undertaking work in Meghalaya as per the extant rules of statutory authority; without which tender shall be disqualified.

5. Contractor shall follow all laws, regulations and acts of Central/ State Government and other statutory bodies relating to engaging labourers in work, wages and all related provisions and indemnify Government/Institute against payment to be made under and for the observance of the said labour laws.

6. The documents furnished by the tenderers will be subjected to verification subsequently by the Institute. If found not meeting the requirement, such offers will be rejected.

7. On meeting the eligibility criteria specified in Para 2 above, tender documents can be downloaded from Institute Website: [www.nitm.ac.in](http://www.nitm.ac.in).

8. Tenders should be accompanied with Earnest Money Deposit for value specified in Para 1 above, in the form of Demand Draft/Banker's Cheque/Deposit at Call Receipt/Term Deposit Receipt of any Scheduled Bank issued in favour of National Institute of Technology Meghalaya payable in Shillong.(or) in the form of Bank Guarantee issued by a Scheduled Bank. Earnest Money Deposit shall be valid for **90 days** from the date of receipt of tenders.

9. Tenders should be submitted in two sealed covers as below:

*Cover i.* Containing Earnest Money Deposit: This cover shall be super-scribed with 'Earnest Money Deposit and also the name of work, NIT number and name of the tenderer. Tenders without requisite EMD amount with full validity as specified in Para 13 (b) above shall summarily be rejected.

*Cover ii.* Containing Tender documents: This cover shall be super-scribed with 'Tender documents' and also the name of work, NIT number and name of the tenderer. This cover shall contain the full set of downloaded tender documents i/c the schedule of quantities at Annexure –I (Price Bids) prepared by the Institute duly filled in and signed along with credentials of the tenderer.

10. Tenderer(s) quoting below the estimated costs of the work shall not be accepted.

11. The rates inclusive of Tax, Labour Cess and other taxes as applicable shall be quoted and filled only on the price format /schedule of quantities) furnished along with the tender document.

12. The tenderer shall not detach any page from the tender documents serially numbered. If any page is detached and not arranged as per serial no., the tender shall be rejected.

13. All the two covers mentioned above shall be put in another sealed cloth lined cover super-scribing the name of work, NIT number and Name of the tenderer.

14. Rates quoted by the contractor in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found the rates which correspond with the amount worked out by the Contractor shall be taken as correct.

15. If the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or words, then the rate quoted by the Contractor in words shall be taken as correct.

16. Where the rates quoted by the Contractor in figures and in words tally but the amount is not worked out correctly the rate quoted by the Contractor will be taken as correct and not the amount.

17. In the event no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount in blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

18. In the event of responsive parties quoting same rates, the Institute will have the right to decide on the allotment of work to any of the responsive party/ parties without assigning any reasons thereof.

19. The rates quoted for all items should be finished in workman like manner inclusive of all leads, lifts and incidental charges/expenditure **including minor repairs such as cracks/ fissures, etc of walls, etc..** No extra payment is admissible on account of these.

20. Rates once quoted shall be firm, fixed, un-revisable and binding on the contractor. All corrections shall be attested by the dated initials of the tenderer.

21. Tenderers shall sign all the pages of the tender documents. The tender document, duly filled in at required pages, along with drawings (if supplied) should be returned along with the tender.
22. Intending tenderers may inspect the site before submitting the tenders, with the prior permission of Authority of the Institute.
23. The contractors should arrange all the machineries, tools & plants required for the work by themselves.
24. Contractors should have their own Technical Supervisor/Site Engineer at site.
25. Materials required for the works shall be procured by Contractors from their own resources. All the materials are to be got approved by Engineer-in-Charge before incorporating in the work
26. The contractor has to make own arrangement for the use of electricity and water for the purpose/work and nothing extra will be paid for the same.
27. The work shall be done strictly as per plans/drawings and specifications approved by NIT Meghalaya. The wordings “as per specifications” shall mean specifications for Civil works & PH works of CPWD/State PWD Specifications or ISI/IRC specifications in the same order of precedence. In the absence of particular specifications for the item of work in any one of the documents mentioned, the decision of Engineer-in-charge is final.
28. Quality control tests during execution of work, as recommended by relevant IS Code & as per direction of Engineer in charge, shall be done by the Contractor at his /her own cost. Besides, one or more original receipts of purchase of Steel, cement etc. (conforming to ISI ) from the authorized dealers of such materials are to be submitted to the Engineer in-charge, if applicable, on procurement of such materials, **if asked for by the NIT Meghalaya.**
29. The specifications & make of individual items as per Schedule of quantities is for reference and to be followed under normal circumstances. However, products of equivalent range, quality and make may be allowed with approval by the Engineer-in-charge.
30. During execution of the works, the contractor shall keep the site reasonably free from all unnecessary obstructions. All equipments/ materials shall be kept/ stored properly in consultation with the Engineer-in-Charge. The contractor should remove and clear all surplus materials, trashes, temporary works, etc. from the construction site and surrounding area after completion of the work and before handing over the work to NIT Meghalaya to the satisfaction of the Director or his authorized representative.; failing which ‘completion certificate’ will not be issued.
31. The time period of completion of work shall be in accordance with the time schedule indicated in the tender notice from the date of issue of work order. The period includes monsoon periods also.
32. In case the contractor fails to complete the work within the stipulated time mentioned in the work order, then action shall be taken against such contractor at the discretion of the NIT Meghalaya authority which may lead to debar him from further tendering in the NIT Meghalaya.
33. The rate of compensation for delay in completion of work is 0.5% per week to be computed on per day basis subject to a maximum of 10% of the tendered/quoted value of work.
34. The method of measurement for payment against work done under the various items of “Schedule of Quantities” shall be regulated as per prevailing Indian Standards published by Bureau of Indian standards. However, as regards the applicability of the item rates for the work done, the decision of Engineer-in-Charge shall be final and binding.
35. In the “Item of work/Description of work” column, “Unit” column and “Quantity” column, the various abbreviations, shall mean as below:
- M/m/Rm/Mtr/mTR/MTR shall mean “Metre” in length or breath or Depth.
  - SQM/Sqm/SM/m<sup>2</sup>/Sm/M<sup>2</sup> shall mean “Square Metre” in area.

- c) Cu.m/cu.m/CUM/CuM/m<sup>3</sup>/M<sup>3</sup> shall mean “Cubic Metre” in volume
- d) Kg/kg/KG shall mean “Kilogram” in weight.
- e) MT/mT/Mt/T shall mean “Metric tonne” in weight
- f) cm/Cm/CM shall mean “Centi-metre”
- g) mm/MM/mM/Mm shall mean “Milli-metre”
- h) PT/Pt/pt/pT shall mean one “Point” in wiring works.

36. The contractor/firm shall have to give a declaration to the effect that he/they do hereby declare that he/they have thoroughly acquainted himself/themselves with all the clauses contained in the detailed notice inviting tenders and agree to the terms and conditions stipulated there in.

37. Tenders will be received and opened at the office of Executive Engineer, NIT Meghalaya, Shillong on the stipulated date and time stipulated in Para 1 above. Delayed and late tenders will summarily be rejected. Tenders will be opened in the presence of intending tenderers or their authorized representatives if any.

38. On the due date of opening, the cover (i) will be opened initially. Subsequently, on the same day cover (ii) of those tenderers who furnished valid EMD only will be opened. On opening of cover (ii) further detailed scrutiny/evaluation will be carried out. During the evaluation of the bids, the documents furnished by the tenderers will be scrutinized in detail. Any tender found as not fulfilling the eligibility criteria will be rejected and such offers will not be considered for further processing. At this stage, the competency of the tenderers will be further evaluated by the Tender Evaluation Committee. The price bids of only those tenderers who have fulfilled NIT/eligibility criteria will be considered.

39. Security deposit @ 3% of the value of work shall be deducted from the bill and to be released after completion of defect liability period **OR** The successful bidder may submit Performance Bank Guarantee @ 3% of value of work in the form of Deposit at Call Receipt/Term Deposit Receipt of any Scheduled Bank issued in favour of NIT Meghalaya, Shillong to be released after completion of defect liability period.

40. The successful tenderer (s) on receipt of work order shall register themselves with the Labour Commissioner/Labour Department, Govt. of Meghalaya for Building and other Construction Workers (Regulation of Employment and Conditions of Service Act, 1996) and a certificate should be produced; without which their bills will not be processed.

41. The successful contractor (s) on receipt of work order shall obtain a Labour License from the District Labour Officer/Labour Department issued specifically for undertaking work(s) in National Institute of Technology Meghalaya.

42. When whole of the work have been substantially completed, the contractor shall give a notice to the Engineer-in-Charge 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 the Engineer-in-Charge to issue a taking over certificate.

43. Defect Liability Period shall be 06 (six) months calculated from the date of completion of the work certified by the Engineer-in-Charge in the completion certificate.

44. Payments can be made to the contractor after successful completion of the work with due certification and satisfaction of the Engineer –in-Charge.

45. Security Deposit of 03 % ( three percent) shall be ducted from the bills of the contractor and shall be released after expiry of the defect liability period.

46. GST as applicable shall be deposited by the contractor to the respective concerned authority.

47. Labour Cess, etc. as applicable shall be deducted from the bills of the contractor.

48. NIT Meghalaya is not bound to accept the lowest or any other tender and reserves the authority to reject any or all the tenders received without assigning any reason.

49. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
50. Notwithstanding the various conditions prescribed in the Tender document, the NIT Meghalaya may relax one or more such conditions, if required, in favour of deserving tenderer, in the interest of the NIT Meghalaya, without compromising with the quality & standard so required for implementation of the work.
51. NIT Meghalaya also reserves the right to alter the scope/ or reduce the quantum of work before/ after issue of work order and the tenderer shall not have any claim what so ever on this account.
52. NIT Meghalaya reserves the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
53. Canvassing directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
54. NIT Meghalaya reserves the option to gives preferences to the offers in accordance with the policies of the Government from time to time.
55. The contractor shall not be permitted to tender for works in the Institute if his/her relative is working. He/she shall also intimate the names of persons who are working with him/her in any capacity or are subsequently employed by him/her and who are near relatives to any Gazetted Officer in the Institute. Any breach of this condition by the contractor would render him/her liable for rejection of tender or cancellation of contract.
56. The tender should be valid for **minimum period of 90 days** from the due date of receipt of the tender specified in Para 1 above. If any tenderer withdraws the offer within the validity period or makes any modifications in the terms and conditions of the tender which are not acceptable to the Institute, the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% (fifty percent) of the Earnest Money Deposit absolutely. Further, the tenderer shall not be allowed to participate in the re-tendering process of the work.
57. Arbitration: Disputes, if any, shall be settled mutually; failing which, it shall be referred to a One- Man Arbitrator to be appointed by Director, NIT Meghalaya in accordance with the Arbitration and Conciliation Act 1966, whose decision shall be final and binding on both the parties.
58. The acceptance of the tender will rest with the Director, NIT Meghalaya who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for the acceptance or rejection of any tender.
59. On concluding the tendering process, an agreement shall be drawn with the successful tenderer on non-judicial stamp paper of adequate /required value consisting of: The Notice Inviting Tender, all the documents including all conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
60. NIT Meghalaya reserves the right to accept or reject any tender without assigning any reason (s) thereof.

**Sd/-**  
**Executive Engineer**  
**NIT Meghalaya**

## Schedule of Quantities

<b>Name of the Work: Renovation works at the Lecture Hall, Academic Meeting Room &amp; Dean's Block Pantry Room of NIT Meghalaya at Bijni Complex Laitumkhrah, Shillong.</b>					
<i>*Estimate prepared on the basis of MPWD SOR (Buildings) for The Year 2015-2016</i>					
<b>SI. No</b>	<b>Description Of Items</b>	<b>Qnty.</b>	<b>Units</b>	<b>Rates to be quoted in figures &amp; words (Rs)</b>	<b>Amount(Rs.)</b>
1	Cement concrete works in topping 1:1:2 (1cement : 1sand : 2 graded aggregates on R.C.C floor, tread and rise of steps finished with a floating coat of neat cement using cement slurry for bond @ 2.75 kg.of cement per sq. m. of floor (base concrete to be measured and paid separately) to be laid in panels including curing complete as directed. 20 mm thick	7.50	Sqm		
2	Brick nogged wall with 1st class brick in cement mortar including racking out joints and curing complete as directed in super structure above plinth up to 1st floor level (protruding M.S rod/Tor steel of column to be embedded in cement mortar and will be measured and paid separately) Half Brick (~112 mm) thick 1st class brick nogged wall In proportion 1:6 (1 cement : 6 sand)	1.23	Sqm		
3	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	2.46	Sqm		
4	Providing dressed wood work in post, walls, battens, post plate bressumers etc. including supplying and fixing with spikes, nails, bolt and nuts of 12mm dia(M.S) and required length etc. complete with kiricide oiling two coats to faces in contact with C.C or masonry (M.S flats, angle cleats and bolt and nuts required for flats, angle cleats wherever use shall be measured and paid separately). White pine	0.23	Cum		
5	Providing and fixing particle board / block board shutters for cupboards including black enamelled M.S butt hinges (75mm x 40mm x 1.12mm) with necessary wood screws complete as directed. With 19mm/ 20mm thick block board (both side commercial).	1.74	Sqm		

6	Finishing old / new wall with water proofing weather coat smooth anti-fungal exterior painting of approved make of required shade after cleaning and clearing the surface etc. including scaffolding complete as directed at all levels (two coats).	45.31	Sqm		
7	Wall painting (one coat) with acrylic emulsion paint approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac) on old wall surface to give an even shade after thoroughly brushing the surfaces free from mortar droppings and other foreign matter and sand papered smooth.	184.12	Sqm		
8	Extra over item no 7 above for every subsequent coat of wall painting with acrylic emulsion paint of approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac).	184.12	Sqm		
9	Painting one coat (excluding priming coat) on old wood and wood based surfaces with enamel paint to give an even shade including cleaning the surface of all dirt, dust and other foreign matter sand papering and stopping.	168.36	Sqm		
	Surfaces over 100mm in width or girth High gloss (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac).				
10	Extra over item no. 9 above for every subsequent coat of paint.	168.36	Sqm		
	Surfaces over 100mm in width or girth. High gloss (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac).				
11	Painting two coats (excluding priming coat) on new wood and wood based surface with enamel paint of approved brand and manufacture (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac) to give an even shade including cleaning the surfaces of all dirt, dust and other foreign matter sand papering and stopping	3.36	Sqm		
	Surfaces over 100mm in width or girth. High gloss (Asian paint/ Berger paint/ ICI paint/ J & N paint/ Nerolac).				
12	Providing, fitting and fixing Chrome Plated waste coupling complete as directed and specified.	1	Each		



13	Supplying fitting and fixing CPVC Pipes with all necessary fittings of SUPREME/ PRINCE/ SFMC/ FUSION brand or equivalent, in exposed or in trenches including trenching and refilling the same etc. complete as directed	5.00	Rm		
	20mm diameter				
14	Supplying fitting and fixing C.P. bib cock 15mm dia of approved brand directed and specified (G.I. & C.P. pipes will be measured separately)	1	Each		
	Long body bib cock with wall flange				
<b>Total Quoted Amount =</b>					
<b>Rupees in words (</b>					

**Dated Signature of Tenderer's with Seal**

## UNDERTAKING IN FORM - A

*I do hereby declare that the works will be done by me and I also hereby declare that the signature in all pages of the tender papers is signed by me.*

*Further, I declare that I have gone through the various clauses of the contract document and I am fully conversant with all the clauses contained therein and agree to abide by the same.*

*Full Name of contractor* : \_\_\_\_\_

: \_\_\_\_\_

*Full Address (Present)* : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

*Full Address (Permanent):* \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

*Contact Number* : \_\_\_\_\_

*E-mail ID* : \_\_\_\_\_

*Registration No.* : \_\_\_\_\_

**(Signature of the Tenderer's with seal)**