

# **NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

**(An Institute of National Importance under Ministry of Education**

**(Shiksha Mantralaya), Govt. of India)**

**Saitsohpen Sohra, East Khasi Hills, Meghalaya, India- 793108.**

**Website: [www.nitm.ac.in](http://www.nitm.ac.in)**



## **TENDER DOCUMENT FOR**

THE WORK (-) :- Shifting & re-installation of the 62.5 KVA DG Set from CIF/ Central Workshop to Type-D qtr and and Shifting & re-installation of the 40 KVA DG Set from Admin. building to Type-E qtr of NIT Meghalaya Permanent Campus at Saitsohpen, Sohra.

**June - 2025**

**Signature of the Contractor**\_\_\_\_\_

**To:**

**The Executive Engineer  
National Institute of Technology Meghalaya  
Bijni Complex, Laitumkhrach  
Shillong-793003, Meghalaya.**

Space for  
passport size  
photograph

**Sub:** Submission of Tender.

**Name of Work:** \_\_\_\_\_  
\_\_\_\_\_

**Ref:** Tender Notice No. \_\_\_\_\_

Sir,

I/We have the honour to submit herewith the tender for the above mentioned work.

I/We am/are registered class \_\_\_\_\_ ( ) contractor of \_\_\_\_\_.

I/We have gone through the detailed tender document and agree to execute the work if allotted to me/us as per the terms and condition laid down therein and at the quoted rates by me/us in Annexure-I.

I/We do hereby agree to abide by all the terms and conditions laid there in and if the work is allotted to me/us, the same will be executed as per specifications/drawings, terms & conditions of contract agreement.

Earnest money amounting to ₹. \_\_\_\_\_ in the form of banker's cheque/crossed demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_ is enclosed.

The tender document in original and attested copies of the certificates/credentials, etc. and passport size photograph are enclosed herewith for your consideration

I /We therefore seal and sign the tender paper and return them duly filled in original.

Yours faithfully,

Signature with date of the tenderer

Dated: \_\_\_\_\_

Name (in block letters): \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

Regn. No: \_\_\_\_\_



**राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय**  
**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
(An Institute of National Importance under Ministry of Education, Govt. of India)  
Saitsohpen Sohra, East Khasi Hills, Meghalaya, India- 793108  
Ph: +91-364-2501294 (O) Fax: +91-364-2501113  
**Website: www.nitm.ac.in**

NIT NO: NITMGH/EN/TENDERS/50/2025-26/146

Dated : 02/06/2025

**1. General Terms & Conditions**

Sl/No	Description	Details
i.	Title of Work	Shifting & re-installation of the 62.5 KVA DG Set from CIF/ Central Workshop to Type-D qtr and and Shifting & re-installation of the 40 KVA DG Set from Admin. building to Type-E qtr of NIT Meghalaya Permanent Campus at Saitsohpen, Sohra.
ii.	Approved Estimate	Rs. 2,86,508/-
iii.	Period of completion	15 (Fifteen) days
iv.	Last date and time for receipt of tenders	12.06.2025 up to 01:00 Pm
v.	Due date and time of opening of tenders	12.06.2025 at 01:30 Pm
vi.	Earnest Money Deposit (EMD)	Rs. 5,730.00

**14. 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 a ctual 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 Electrical Works.</b>		

14. The tenderer shall submit along with the tender all the mandatory document required for construction works: Viz; ⓐ) Valid registration certificate with any Central/State/Public Sector Organisation.(ii) Labour Licence from the competent authority.(iii) Valid Tax clearance certificate.(iv) GST Registration Certificate (v) Income Tax Certificate for non-tribal contractors. (vi) KHADC Professional Tax Clearance Certificate (vii) Sales Tax Certificate if applicable (viii) PAN Card. (ix) TIN/TAN. (x) Nationality Certificate.(xi) ST/SC certificate from competent authority for tribal contractors.(xii) Attested passport size photo of the tenderer (xiii) Elector's Photo Identity Card (EPIC).

(Xiv) The tenderer should submit attested copies of Valid electrical license in form E, B and C issued by Govt.of Meghalaya, without which their tender will not be accepted.

**Tenders not accompanied with the above documents are liable to be summarily 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, regulation 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. All rules and regulations relating to safety of the workers/ labourers should strictly be followed by the contractor.

7. The contractors engaging more than 5(five) labourers from outside the State, should get themselves registered in the Labour Department.

8. Contractor should not employ labour or staff of doubtful integrity of the State. If anti-state or anti-social elements is employed by the contractor, his tender will be cancelled and no claim whatsoever will be entertained for any loss or damages.
9. No labours other than Indian Nationals shall be employed. The contractors are required to submit the list of labourers to the concerned Authority of the State if they are so demanded.
10. The contractor should register the labourers employed with the Meghalaya Building & Other Construction Workers' Welfare Board.
11. 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.
12. 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)
13. 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. Firms registered under MSME will be exempted from submitting EMD. In case of firms registered under NSIC, exemption will be given to the permissible extent, as indicated in their Certificate. All vendors claiming exemption must submit copies of their valid MSME/NSIC registration Certificate (along with the Technical Bid in case of two bid system). Offers received without Earnest Money or valid Certificate shall be summarily rejected
14. 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 prepared by the Institute duly filled in and signed along with credentials of the tenderer.
15. The tenderer shall quote rates in figures as well as in words eligibly and amount tendered by them. The amount for each item shall be worked out and requisite total amount given. All corrections shall be attested by the dated initials of the tenderer.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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.
25. Rates once quoted shall be firm, fixed, un-revisable and binding on the contractor irrespective of any variation in the quantities stated in the contract.
26. 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.
27. Intending tenderers may inspect the site before submitting the tenders, with the prior permission of Authority of the Institute.
28. The contractors should arrange all the machineries, tools & plants required for the work by themselves.
29. Contractors should have their own Technical Supervisor/Site Engineer at site.

30. 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
31. 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.
32. 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.
33. 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.**
34. 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.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. In the “Item of work/Description of work” column, “Unit” column and “Quantity” column, the various abbreviations, shall mean as below:
- a) M/m/Rm/Mtr/mTR/MTR shall mean “Metre” in length or breath or Depth.
  - b) 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 5th” 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.
41. 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.
42. 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.
43. 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.
44. Security deposit @ 10% 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 @ 10% 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.
45. 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.

46. 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.
47. 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.
48. Defect Liability Period shall be 12 (twelve) months calculated from the date of completion of the work certified by the Engineer-in-Charge in the completion certificate.
49. Payments can be made to the contractor after successful completion of the work with due certification and satisfaction of the Engineer –in-Charge.
50. Security Deposit of 10 %( ten percent) shall be deducted from the bills of the contractor and shall be released after expiry of the defect liability period.
51. GST as applicable shall be deposited by the contractor to the respective concerned authority.
52. Labour Cess, etc. as applicable shall be deducted from the bills of the contractor.
53. 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.
54. 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.
55. 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.
56. 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.
57. 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.
58. 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.
59. NIT Meghalaya reserves the option to give preferences to the offers in accordance with the policies of the Government from time to time.
60. 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.
61. 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.
62. 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.
63. 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.
64. 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.
65. NIT Meghalaya reserves the right to accept or reject any tender without assigning any reason (s) thereof.

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

**Copy to:**

1. Director office, NIT Meghalaya for kind information of Director.
2. Registrar, NIT Meghalaya for kind information.
3. Dean (P&D) for kind information.
4. Asst. Registrar (F&A), NIT Meghalaya for information.

**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
**LAITUMKHRAH, SHILLONG 793003.**

**General Notes for Electrical works:**

14. All the materials are to be got approved by Engineer-in-Charge before incorporating in the work.
  14. The manufacturer's Guarantee/Warranty of the material to be supplied for the electrical work such as AC, etc shall be furnished/mentioned in the tender.
  14. The quantities indicated in the Schedule of quantities against various items are tentative and subject to variations, additions and deletions.
  14. The rates quoted for all items should be for items finished in workman like manner inclusive of all leads, lifts and incidental charges/expenditure. No extra payment is admissible on account of these.
  14. Wherever the Brand names of materials or equivalent are stipulated, the material of Brand names only shall be incorporated in the work. The equivalent material shall be permitted only on production of documentary evidence that the materials of brand names stipulated are not under production.
6. The brand name/local names specified are meant for the approved quality available in the region.
7. The successful tenderer shall co-ordinate with all other services contractor so as to ensure that all the associated works are completed as per schedule.
8. All construction workers/labourers, staff at site shall be provided with necessary personal protecting equipments such as safety helmets, safety shoes with steel capped toes, hand gloves, safety belts, etc. Safety requirements are to be provided as per standard practices and norms.
9. Rates quoted should include all taxes on works contract, Viz . GST, IT, CESS etc.
10. Contractor shall make his/their own arrangements for electricity and water required for the work and nothing extra will be paid for the same.
11. Tenderers should have at least one experienced Junior Engineer/ Supervisor (Electrical). Attested copy of diploma/degree certificates to be enclosed. Undertaking in the form of affidavit to be submitted
12. Water charges @ 0.10% of value of work done shall be deducted from the Bills (Running or Final) of the Contractor, if water connection is provided by NIT Meghalaya for use in Construction works / Labour shed
13. Electricity charges shall be deducted from the Bills (Running or Final) of the Contractor, as per meter reading if Electricity connection is taken for use in Construction works / Labour shed from the Institute's resources. The meter (MeECL Tested) shall be provided by the Contractor along with service connection from the nearest available source. Electricity charges @ 0.50% L.S. of value of work done shall be deducted from the Bills (Running or Final) of the Contractor.
14. The work also includes some dismantling of old works, sorting and stacking serviceable materials and un serviceable materials as directed, clearing and removing rubbish, etc.

**Signature of the Tenderer with seal**

**Name of Work: Shifting & re-installation of the 62.5 KVA DG Set from CIF/ Central Workshop to Type-D qtr and and Shifting & re-installation of the 40 KVA DG Set from Admin. building to Type-E qtr of NIT Meghalaya Permanent Campus at Saitsohpen, Sohra.**

Sl.No.	Description/Details of Work	Qty	Unit	Rate (Rs) Tax Inclusive		Amount (Rs)
				Figure	Words	
1	Crane lifting for loading & unloading of 62.5 KVA DG Set along with Transportation of the 62.5 KVA DG Set from From CIF Workshop Building to Type-D quarter of NIT Meghalaya Permanent Campus at Sohra Distance: 680 meter	1	LS			
2	Crane lifting for loading & unloading of 45 KVA DG Set along with Transportation of the 45 KVA DG Set from From CIF Workshop Building to Type-E quarter of NIT Meghalaya Permanent Campus at Sohra Distance: 700 meter	1	LS			
3	Providing laying connecting testing and commissioning of the following sizes of 1100V PVC/XLPE armoured cables with aluminium conductor as per ISI code in bracket, trenches, M.S cable rods and including the cost of digging of trenches, sand cushioning with laying etc and refilling the same in layers or by supporting them in walls and all accessories as required.					
	a) with 3.5 core 25 sqmm	134.00	p/mtr			
	b) with 3.5 core 50 sqmm	66.00	p/mtr			
4	Supplying fitting and fixing earthing with copper earth plate 600x600x6mm thick with cover plate having locking arrangement and watering pipe etc with charcoal, salt etc complete as required With Copper earth plate electrode	8	each			

5	Suppling fixing connection testing of 8 SWG wire along the wall columns etc with necessary clamping as required a) with copper wire	40	p/mtr			
6	Supplying fitting and fixing of 440 Volt grade Four Pole Change over main switch (Best Quality) with 100 Amp Capacity	1	each			
				<b>Total</b>		
<b>Rupees in words:</b> .						

**FOR OFFICE USE ONLY**

i).No. of corrections:

ii) No. of additions:

iii) No. of over writings:

**Dated Signature of the Tenderer With seal**

**UNDERTAKING IN FORM - A**

*I do hereby declare that the works will be done by myself 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 contractor with seal)**