



North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, Mawdiangdiang, Shillong 793 018 (Meghalaya)

Website: www.neigrihms.gov.in

Tender No: CVENGG-ESTI/70/2025-Engg (C):

Dated 14th October, 2025

TENDER /BID DOCUMENT

**ONLINE OPEN E- TENDER ARE INVITED FROM EXPERIENCE MANUFACTURERS /
FIRMS / SPECIALIZED AGENCY FOR CLEANING CUM DRYING OF SEWAGE
TREATMENT PLANT (STP) FOR 2025-26 (CLEANING CUM DRYING OF ALL TANKS
/CHAMBERS)
(e -Procurement)**

Bid Document Downloading Start Date:	1400 hours of 15.10.2025
Last Date and Time for Submission of Bid Document Online:	1400 hours of 28.10.2025
Last date and Time of Receipt of Earnest Money Deposit (hard copies):	1400 hours of 28.10.2025
Date and Time of Opening of Techno -Commercial Bids:	1400 hours of 29.10.2025
Cost of Earnest Money Deposit (EMD):	Rs.20,600/-

Bidders /Tenderers can download the tender /bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit their bid online by uploading all the relevant documents through www.eprocure.gov.in

Tender document can also be downloaded from the Institute's website at www.neigrihms.gov.in For further details regarding amendment /addendum /extension please visit website: www.eprocure.gov.in and www.neigrihms.gov.in

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids online and opening of bids online will be the following working day at the appointed time.

DETAILED TENDER NOTICE

Online tenders in two bid systems are invited from experience Manufacturers / Firms / specialized agency for the following work.

Name of work	Estimated cost (Rs) (approx)	EMD (Rs)
Cleaning Cum Drying of Sewage Treatment Plant (STP) for 2025-26 (Cleaning cum Drying of all Tanks / Chambers)	Rs.10,26,600/-	Rs.20,600/-

General Conditions of Contract (GCC):

1. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
3. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in. Bidders /Tenderers are required to submit the tender documents online by scanning and uploading with all the relevant documents through www.eprocure.gov.in.
4. Tender document can also be downloaded from the Institute's website at www.neigrihms.gov.in. For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.neigrihms.gov.in.
5. **Earnest Money Deposit (EMD) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong** or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be dropped in the tender box in the Engineering Section, Director's Block, Mawdiangdiang, NEIGRIHMS, Shillong -793018, ***not later than the last date of e-submission of the tender***
6. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
7. The bidders should download the **BoQ.xls** from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders cannot modify any other text or background shown in the BOQ template or replace it with any other copy of same **BOQ in .xls format**. NEIGRIHMS /Central Public Procurement Portal (www.eprocure.gov.in) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
8. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee of members and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
9. The site is located at Mawdiangdiang
10. Time of completion: 4 (four) months from the date of issue of commencement order.
11. Agency shall be deemed to have inspected and examined the site of work and its surroundings and familiarized themselves, before submitting the tenders.
12. The contractor shall not sub-contract the work to sub-contractors or to any single sub-contractor. An undertaking by the contractor shall have to be submitted to this effect.
13. The successful Agency shall provide a performance security for his proper performance of the contract within 7 (seven) days from the date of receipt of letter of award. The performance Security shall be in the form of FD/Call Deposit to be pledged in favour of Deputy Director (Admn), NEIGRIHMS. The amount of the security shall be 5% (five percent) of the contract price. The performance security shall remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations and shall be returned to the contractor within 14 days after expiry of the performance security. If the contractor fails to perform the work as per terms and conditions of the contract, the performance security shall be forfeited at his own risk and responsibility.
16. If during the execution of the work the Agency encounters physical obstructions or physical conditions other than climatic conditions on the site, which obstructions or conditions were in his reasonable opinion not foreseeable by the Agency, the Agency shall forth with give notice thereof to the Executive Engineer (C) NEIGRIHMS. On receipt of such notice, the EE shall, in his opinion feel that such obstructions/conditions could not have been reasonably foreseen by the Agency, after due consultation with the Agency determine any extension of time with no financial bearing to which the Agency is entitled.
17. During the execution of the works, the Agency shall keep the site reasonably free from all unnecessary obstructions and shall store or depose of any Agency equipment and surplus materials and clear from the site any wreckage, rubbish or temporary works in consultation with the Sanitary Officer of the Institute.
18. Before issue of any completion certificate, the Agency shall clear away and remove from that part of the site to which the completion certificate relates all Agency equipment, surplus material, rubbish and temporary works of every kind.

19. The Agency while employing labour should ensure that all the statutory labour laws and regulations are adhered to.
21. If the Agency fails to complete the execution and completion of the works as specified in the work order, the contractor shall be bound to pay as liquidated Damages a sum of 0.5 % (percent) per week of delay for such default subject to a maximum of 5 % of the contract price.
22. If the Agency fails to fulfill any of the obligations under this contract, the Institute shall be at liberty to terminate the contract thereby voiding the contract and will be at liberty to allot the whole work or balance works to any other party at the risk and cost of the first party.
23. Parties should have the experience of having successfully completed similar works during the last 7 (seven) years ending last day of month previous to the one in which applications are invited should be either of the following: (a) **Three similar completed works** costing not less than the amount equal to **40% of the estimated cost** or (b) **Two similar completed works** costing not less than the amount equal to **50 % of the estimated cost** or (c) **one** similar completed **work** costing not less than the amount equal to **80 % of the estimated cost**. Documentary proof in the form of completion certificates only are to be enclosed failing which the tender will be non-responsive.
24. **Average Annual Financial Turnover** during the last five years ending 31st March of the previous financial year should be at least **30 % of the estimated cost**. Tenderer to submit Financial Statement from Chartered Accountant as per **FORMAT – B**.
25. Completion Certificates should indicate the items of works executed along with the date of award of work & time of completion as per work order & actual time of completion and are to be signed by Officers not below the rank of Executive Engineers or Equivalent **(FORMAT –A)**
26. **FINANCIAL CRITERIA / Bank Credit certificate**
 1. The applicant shall demonstrate that he/she has access to or has available, liquid assets (working capital and cash in hand) and/or credit facilities of not less than 40% of the contract applied for.
 2. **Bank Credit certificate** (in original) @ 40% of Value of the work in Banker's letter head (not more than three months old) and relevant documents shall be enclosed with the tender documents to prove the applicant's financial capacity and credit credential.
27. Parties to submit PAN Card, GST Registration, valid Labour License from Labour Department
28. Rates once accepted will not be enhanced due to variation in the rate of materials, labour and Government taxes.
29. No materials will be supplied by the Institute.
30. The quoted rates shall be firm, fixed and binding on the contractor irrespective of any variation in the quantities stated in the contract upto ± 15 % variation of the contract value as a whole.
31. Successful Non –Tribal tenderers should submit the valid Trading license within 14 (fourteen) days from the date of issue of preliminary work order, failing which the order shall be withdrawn at their risk and responsibility. Trading License submitted should be specifically for similar nature of work for which the tender is called for.
32. **In case of dispute:** It is agreed between the first party and the second party that all disputes, differences and claims whatsoever which shall arise at any time between the parties hereto or their respective representatives concerning this contract and all other documents in pursuance hereof as to the rights, duties, obligations or liabilities of the parties hereto respectively by virtue of this contract shall be referred to Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. Either party may refer the matter of Arbitration to the sole arbitrator to be appointed by the First party. The arbitrator so appointed shall be a neutral third party whose decision shall be binding and accepted by both the parties.
33. In the event of responsive parties quoting same rates, the **Institute reserves the right to allot the work to the bidder having higher / highest credentials in terms of similar work experience**, etc.
34. If there is any excess payment on any item etc made to the Agency, the Agency shall not hesitate to cooperate in adjusting / deducting the same from either the running bills or final bills.
35. The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof
36. All the above requirements are compulsory for fulfillment as part of the tenders failing which tenders will be rejected.
37. All documents should be valid as on the last date of tender.
38. Taxes as applicable will be deducted from the bills of the contractor.
39. The parties to furnish an affidavit on a non-judicial stamp paper that there is no police/vigilance/CBI case pending against them.
40. The Party shall be responsible for the safety of all its workmen/employees during the period of execution of the work. The party shall provide all safety materials, gadgets, equipments etc to all its workmen/employees to ensure their safety during execution of the work. The Institute shall not be held responsible in case of any accidents, mishaps etc to the party and its employees
41. Any delay in completion of the works beyond the stipulated date due to reasons attributable to the Agency may eventually lead to cancellation of letter of award for which the Agency is not entitled to any compensation. The cancellation of letter of award would lead to forfeiture of performance security.
42. The Agency is to register with the Labour Department for the work and the registration certificate has to be submitted, failing which the bill cannot be processed
43. If any statutory tax/deduction/recovery is notified by the State/Central Govt, the same shall be deducted from the bill of the Agency as applicable from its effective date of coming into force.

44. Agency who engages / employs five or more Inter State Migrant Workmen is required to obtain a license from District Labour Office, East Khasi Hills, Shillong as per prevailing labour laws applicable in the State.
45. Bidders should note that the above terms and conditions will apply specifically in addition to the rules / regulations applicable to works in the Government of India.
46. All rules of GFR will be applicable
47. Wherever relevant, water charges @ 1% on the Order value will be as applicable
48. Electricity charges when used by the Contractor will be deducted from the bill as per actual usage/consumption through tested meter in consultation with Electrical Department of the Institute.

Sd/
Executive Engineer (Civil)
NEIGRIHMS

Copy to: Accounts officer for information

Check List of documents to be submitted along with the tender:

Sl No	Documents	Remarks
1	Tender documents	
2	Earnest money Deposit	
3	Copy of registration	
4	Undertaking not to sub-let the work. (format enclosed with the tender)	
5	Pan Card.	
6	G S T certificate	
7	Valid Labour License	
8	Documentary proof of work orders, completion certificates as specified in clause 28 of the GCC.	
9	Completion certificates as per FORMAT – A	
10	Average Annual Financial Turnover during the last five years as per FORMAT - B	
11	List of technical staff with Undertaking in the form of affidavit (Degree/Diploma certificate to be enclosed)	
12	Affidavit of no vigilance/police/CBI case pending against them	
13	Plant and machineries. Undertaking in the form of affidavit	
14	FINANCIAL / Bank Credit certificate	

FORM OF UNDERTAKING

To

The Executive Engineer (Civil)
NEIGRIHMS

Sub: Cleaning Cum Drying of Sewage Treatment Plant (STP) for 2025-26 (Cleaning cum Drying of all Tanks / Chambers)

Sir,

With reference to the above, I hereby undertake not to sublet the work cited above, if the work is allotted to me.

Date:

*Name of contractor	
*Full postal Address	
*Email Address	
*Mobile No	
*Alternate Mobile No	
*Signature and Seal	

All the fields marked * above are mandatory to be furnished by the contractor

FORMAT - A.

1. Name of Contractor: -
2. Name of work completed: -
3. Agreement No: -
4. Name of Division in which work was executed: -
5. Tender Cost: -
6. Stipulated date of Start (as per w/o):-
7. Stipulated date of Completion (as per w/o):-
8. Actual date of Completion: -

Signature of Contractor

**Signature of Officer issuing the C/Certificate

** (Officer should not be lower than the rank of Executive Engineer – Civil)

FORMAT B

FINANCIAL STATEMENT

SL NO	FINANCIAL PERIOD	AMOUNTS IN LAKHS
1.	2020 – 2021	
2.	2021 - 2022	
3.	2022 - 2023	
4.	2023 - 2024	
5.	2024 - 2025	

SIGNATURE OF
CONTRACTOR

SIGNATURE OF
CHARTERED ACCOUNTANT

I, Shri _____, son of Shri _____,
aged about _____, resident of

_____ do hereby solemnly affirm and declare on oath as follows:-

- DEPONENT

Identified by:

(Advocate, Shillong)

Bill of Quantity

Name of the Work: - Cleaning Cum Drying of Sewage Treatment Plant (STP) for 2025-26 (Cleaning cum Drying of all Tanks / Chambers)

SI No	Description	Unit	Quantity
1	Cleaning and drying of all STP tanks	set	1
2	Cleaning of sludge bed	set	1