



अप्रमत्तेन वेदव्यम्

**COTTON UNIVERSITY**

**TENDER DOCUMENT**

**FOR**

**TOILET REPAIRING AND RENOVATION WORK AT SNBC  
HOSTEL, COTTON UNIVERSITY**

**PART – I**

**TECHNO-COMMERCIAL BID**

**NIT No. 12 Dt. 12.06.2025**



**COTTON UNIVERSITY**  
**PANBAZAR,**  
**GUWAHATI – 781001**

**NOTICE INVITING TENDER No: 12**

Sealed tenders in two-bid-system are invited for and on behalf of the Cotton University for “PIPE  
LINE REPAIRING WORK AT CHEMISTRY DEPT, COTTON UNIVERSITY”

**Key details of the tender are furnished below-**

Notice inviting tender No.	12
Name of the work	TOILET REPAIRING AND RENOVATION WORK AT SNBC HOSTEL, COTTON UNIVERSITY
Cost of tender document	Rs 500.00
Estimated Amount	Rs.5,52,465.00
Last date and time of receipt of tenders	25.06.2025 up to 14.00Hrs
Date and time of opening of technical bid	25.06.2025, 15.00 Hrs
Date and time of opening of price bid	Will be intimated to the technically qualified bidders through email/ telephone
EMD	Rs. 11100.00 for General Category ( 2%) Rs. 6000.00 for Reserved Category (1%)
Completion period	30 (Thirty) Days



**Location of site:** 1. SNBC HOSTEL back side block (B), Cotton University.

**Terms and Conditions:**

1. The cost of the bid amounting to Rs. 500.00/- shall be deposited in the form of DD in favour of "The Registrar, Cotton University" payable at Guwahati.
2. Price bid of only qualified contractors will be opened in presence of authorized bidder's representatives who choose to attend the opening of tender on the above specified date, time
3. In case the day of submission of the tenders happens to be holiday on account of Govt. notification, the submission & opening of the tenders shall automatically be extended to the next working day, the times specified remaining the same.
4. Any future clarification(s) and / or corrigendum (s) shall be communicated through the website. Therefore, the bidders are requested to regularly visit the website.
5. The University reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the University shall be final in this regard.
6. **Validity period:** The rates quoted in the tender shall remain valid for 180 days.
7. Complete Tender Document may be downloaded from the university's website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Interested contractors who have credentials to fulfil the Eligibility/ Qualifying criteria as detailed in item-11 below. Tenderers are requested to submit tenders as per the formats and guidelines given in this document.
8. **Submission of Earnest Money Deposit (EMD) and cost of tender document:** The cost of tender documents shall be submitted in the form of Demand draft in favour of "The Registrar, Cotton University" payable at Guwahati. The Earnest Money Deposit (EMD) shall be submitted in the form of Demand draft/ TDR in favour of "The Registrar, Cotton University" payable at Guwahati. The EMD and the cost of tender document shall be submitted in the envelope containing the Technical Bid. **Tender submitted without EMD and cost of tender document shall be summarily rejected and such tenders will not be considered for technical evaluation.**
9. Bidders are expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.
10. The Tender paper is to be signed and sealed at the time of submission along with Techno commercial bid. Unsigned and sealed tender papers will summarily be rejected.
11. The Tenderers must submit list of pending cases with client (if any)





**12. Eligibility/ Qualifying criteria:**

- i. The bidders must be registered with APWD(B), APHE of not less than Class-II registration. Latest registration certificate must be enclosed with the bid.
- ii. The bidders must have experience in execution and completion of similar nature of work.
- iii. Average annual turnover in last 3 (three) years should be at least Rs. 4.0 lakhs.
- iv. Similar works means repairing/renovation of toilet blocks. In case of non availability of exclusive work order for similar nature of works, composite work order for civil works where scope of repairing works including civil & plumbing of value not less than 4.50 L shall be submitted along with the tender.. BOQ of such work order shall have to be enclosed with the tender.
- v. Litigation history of the tenderer needs to be detailed within last 5(five) years. A declaration to this effect needs to be submitted along with tenderer. Court notices and even advocate notices served and reasons for serving needs to be submitted. Willful withholding such decisions will lead to rejection of tenderer without assigning any reasons thereof.
- vi. Intending tenderers should visit site and proof of visiting site need to be submitted along with tender document.

**Submission of Bid will be manual and as follows: -**

**Tender shall be submitted in the following manner in separate sealed covers duly superscripted as explained in the special conditions of contract:**

**Part I – Techno-Commercial Bid**

**Part II – Price Bid**

**The EMD and the cost of tender document shall be deposited along with Part – I, i.e., Techno-Commercial Bid.**

Tenders shall be submitted as per detailed instructions given in the Special Instructions to Tenderer, to **The Registrar, Cotton University, Panbazar, Guwahati-781001**, so as to reach within the specified time of the last date of submission of the tender.

13. Late tenders will not be considered. No responsibility will be taken for postal delay or non -receipt of Bid documents. Unsealed bids or bids sent by FAX or e-mail, will not be considered.
14. **Evaluation of the techno-commercial bids:** The techno- commercial bids shall be evaluated strictly on the basis of eligibility criteria specified in clause-12 above and also elaborated in the special conditions of contract and technical specifications. Fulfilment of the eligibility criteria shall be based on the information, documents furnished along with the tender. It is the responsibility of the bidder to submit all the relevant information supported with necessary document to establish the fulfilment of each of the eligibility criteria in full, whether specifically asked to be filled up in the attached formats/ annexure or not. The bid shall be liable for rejection for non fulfilment or partial fulfilment of any of the eligibility criteria.
15. The Price Bids of only the eligible bidders shall be opened in presence of their authorized representatives, on a date, to be intimated to them (the eligible bidders). The price bids of only those bidders will be opened whose bids have been found eligible as per the terms mentioned in the Special Conditions of



Contract. Interested bidders are requested to carefully study the eligibility criteria stated in the Special Conditions of Contract. All eligibility conditions have to be satisfied on the date of submission of the bid and not on a later date. The date and time of opening of the technical bids/ price bids will not be postponed due to the non-presence of any bidder or his authorised representative.

16. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will also be rejected. Cotton University reserves the right to cancel/reject any/all the tenders without assigning any reason thereof.
17. **Completion period:** The successful bidder will have to complete the works within Twenty (30) days from the date of receipt of work order.
18. The authority of Cotton University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The University, at its discretion, may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
19. A bid submitted with false information will not only be rejected but also the EMD submitted by the bidder will be forfeited. Further, the bidder may be debarred from participation in future tendering process.

Registrar,  
Cotton  
University



## PROPOSAL PARTICULARS & VENDOR INFORMATION

1. Tenderer's complete Company Name & :  
Address
2. Whether Earnest Money & Cost of Tender Document deposited? If so, furnish amount, bank name & DD/TDR no-
  - a) EMD :
  - b) Cost of tender document :
3. Name and designation of the officer of the :  
tenderer to whom all reference shall be made  
for expeditions technical co-ordination.
4. Particulars of past experience of execution of :  
similar projects furnished ?
5. GST No :  
Copy of the GST Registration certificate  
enclosed?
6. PAN No :  
Copy of PAN Card enclosed ? :
7. Audited balance sheet for last three financial :  
years enclosed?
8. IT Return for last three years enclosed? :
9. Labour License No :
10. ESIC Registration no :

**Seal & Signature of the  
tenderer**





## General conditions

### SECTION – A

1. Definition of Terms: In the contract document as herein defined where the context so admits, the following words and expressions will have the following meanings:

1.1 The Owner means Registrar The Cotton University, Guwahati-781001

1.2 “The Contractor” means the person or the persons, firm or company whose tender has been accepted by the Owner and includes the Contractor’s legal representative, his successor and permitted assignees.

1.3 The “Officer-in-Charge” shall mean the person designated as such by the Owner and shall include those who are expressly authorized by the Owner to act for and on his behalf for operation of this contract.

1.4 The “Permanent work” means works as handed over to the Owner by the Contractor on completion of the contract.

1.5 “Construction Equipment” means all applications and equipment of whatsoever nature for the use in or for the execution, completion, operation or maintenance of the work unless intended to form part of the Permanent work.

1.6 “Site” means the areas on which the permanent Works are to be executed or carried out and any other places provided by the Owner for purpose of the contract.

1.7 The “Contract” shall mean the Agreement between the Owner and the Contractor for the execution of the works including therein all contract documents.

1.8 The “Tender” means the tender submitted by the Contractor for acceptance by the Owner.

1.9 The “Completion Certificate” shall mean the certificate to be issued by the Owner when the works have been completed to his satisfaction.

1.10 The “Final Certificate” in relation to a work means the certificate issued by the Owner after the period of liability is over.

1.11 The defect liability period for the work is 180 days from the date of issue of completion certificate during which the contractor stands responsible for rectifying all defects that may appear in the works. .

1.12 ‘Tendering period’ means the period from the date of invitation of tender to date of submission of tender.

*Sam* *AB* *AY*



## **SECTION – B**

### **2. GENERAL INFORMATION**

2.1 Location and Accessibility of Site: Chemistry dept, H.C. Bhawan Cotton University, Panbazaar, Guwahati-781001.

2.2 Scope of Work : Replacement of old GI pipes ,rain water pipes ,soil pipes .Roof water proofing work ,minor roofing work and as per direction of site Engineer.

2.3 Specification Of work : The contractor shall provide 1.CPVC pipe for 50 mm dia ,25 mm dia,32 mm dia 2. 15 mm bibcock 3. Controlled flushed,low level cistern for 10 ltr rain water 110mm grey pipe 4. Cement and sand for replastering 5.fosroc/sika/doctor fixit for water proofing work. All material required for the work shall be approved by the appropriate authority prior to procurement and use.

2.4 Power Supply: The Contractor will make his own arrangement for his requirement of power to carry out the work. Owner will not be supplying power for this work. All the works by the Contractor in this regard will be done as per the Indian Electricity Act and rules framed there under and as approved by the Officer-in-Charge.

2.5 Site clearance: On completion of the works undertaken by the Contractor, he shall remove all temporary works erected by him and have the site cleaned as directed the Officer-in-Charge.

## **SECTION – C**

### **GENERAL INSTRUCTIONS TO TENDERER**

#### **3. Submission of Tender:**

3.1 Tender must be submitted in original and without making any additions, alterations and as per details given in other clauses in tender document.

3.2 Addenda/Corrigenda to this tender document, if issued, must be signed and submitted along with the tender document. The tenderer should write clearly the revised quantities along with rates and should price the work based on revised quantities when amendments for quantities are issued in addenda.

3.3 The Original tender copy marked duly completed and signed on each page should be submitted along with the offer.

3.4 The tender should be placed in doubled sealed covers super-scribing the full name of the work, due date of opening .The full name, postal address of the tenderer shall be written on the bottom left corner of the sealed cover.

#### **4. Documents to be submitted**

(i) Complete set of the "Original Copy" of the tender document duly filled in and signed by the tenderer as prescribed in different clauses of the tender document with all addenda/corrigenda issued duly signed.

(ii) Earnest money in the manner specified in.

(iii) Copy of income tax return along with audited balance sheet for the last three consecutive years.

(v) Details of work of similar type and magnitude carried out by Tenderer.

(vi) The tenderer shall submit copies of PAN, GST registration under EPF an MP Act1952, ESIC, whatever is applicable to this contract.

(vii) Turnover statement for the last three years certified by a chartered accountant and having UDIN number to be submitted.



## **SECTION – D**

### **4. SPECIAL CONDITION**

4.1) The materials, design and workmanship shall satisfy the relevant Indian Standards, the job specifications contained herein and codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications stipulate requirements in addition to those contained in the standard codes and specifications these additional requirements shall also be satisfied.

4.3) Time of performance: Period of Completion 30 (Th) Days from the date of issue of formal work order after observing all due formalities.

4.4) Payment Schedule: The payment schedule will be on Item rate basis. All statutory deductions applicable in the contract will be made from the bills.

4.5) Court Jurisdiction: Court Jurisdiction will be within the city of Guwahati, Kamrup (metro).

4.6) Security Deposit : A total of ( 8% for general, 9% for reserve category) of the total bill value shall be retained as SD till the successful completion of defect liability period.

