



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Saitsophen, Sohra -793108, Meghalaya

Phone: 0364-2501215
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Web:<http://www.nitm.ac.in/>

Ref. No. NITMGH/PS/Fur-Administrative/2025-26/1220

Date: 25.09.2025

E-NOTICE INVITING QUOTATION (E-NIQ) FOR MAKING OF CUSTOMIZED SHELVES USING 20MM PLYWOOD WITH DECORATIVE SUN MICA AT NIT MEGHALAYA, SOHRA (CHERRAPUNJEE) CAMPUS

NIT Meghalaya invites online Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from eligible Bidders for making of customized shelves using 20mm plywood with decorative sun mica at NIT Meghalaya, Sohra.

Prescribed Tender document, detailed fees and specifications, bid instructions and Terms & Conditions can be downloaded from the CPP Portal (<https://eprocure.gov.in/eprocure/app>) or from the Institute website (<http://www.nitm.ac.in/>). However, the bidding process (submission and finalization) will be done in online mode at CPP Portal. The bidders may submit their bid only through uploading in the CPP Portal <https://eprocure.gov.in/eprocure/app>

BID INSTRUCTIONS:

1. The offer must be submitted in Two Bid – Two Files/Covers only through uploading in the CPP Portal, before the last date & time for bid submission. Bidders must submit their digitally signed bids. The covers will contain the following documents:
 - i. Cover 1 which consists of technical requirements and general terms & conditions.
 - ii. Cover 2 which consists of the Price Bid (in BoQ Ms-Excel format).

National Institute of Technology (NIT) Meghalaya invites online Tenders through **CPP portal** from eligible Bidders for procurement of making and fixing of cabinet shelves as per details mentioned in the **Annexures- 1 to 8** attached herewith.

Prescribed Tender documents, detailed fees, and specifications, bid instructions and Terms & Conditions can be downloaded from the **CPP Portal** or from the Institute website (<http://www.nitm.ac.in/>). The bidding process (submission and finalization) will be done in online mode through **CPP Portal**. The bidders may submit/upload their bid through **CPP Portal**.

“Kindly read the NIQ document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the NIQ terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfil its obligations at any stage under the Bid.”

The Director NITM will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the Purchase Order. Fraudulent Practice means a misrepresentation of facts to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive NITM of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

It is to note that, the item wise quantity as mentioned in Annexure-I may subject to changes as well as some components of the items mentioned in Annexure-I may be excluded during the time of P.O. at the discretion of NIT Meghalaya.

01. **Submission of Compliance Certificate:** Duly filled in and signed Compliance Certificates (as per format at *Annexure-10*) are a must with the technical bid.
02. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the firms must appear on all the papers and envelopes submitted.
03. The quantity mentioned for each item may increase/decrease depending on requirements.
04. The GST Registration Certificate should be closed along with the tender documents.
05. The relevant catalogue of the items (if any) must be closed.
06. **Interested vendors may interact with Dr. M. Longshithung Patton, Chairman Furniture Committee, NIT Meghalaya,** for any queries @ email ID @ mlpatton@nitm.ac.in
07. For e-way bills the successful vendor must apply online via <https://ewaybill.nic.in/ewb.html>.

NIO TERMS & CONDITIONS:

01. **Rates:** Rates quoted in the Price Bid should be on DOOR DELIVERY at NIT MEGHALAYA, NIT MEGHALAYA, PERMANENT CAMPUS, SAITSOHPEN, SOHRA – 793108, MEGHALAYA basis as per details below to be quoted in the BOQ: -

Group:	Item Sl. No.	Item name
Sl. No.	Particulars	Rate
I	Basic Price (per unit)	
	Discount if any	
	Total	
	GST (pl. breakup CGST/SGST/IGST)	
	Total (per unit)	
	Grand total for the item	
II	Transportation charges up to NIT MEGHALAYA, PERMANENT CAMPUS, SAITSOHPEN, SOHRA-793108, MEGHALAYA	
III	Transit Insurance covering all risk up to 10 days after delivery (if applicable)	
	Grand total on door delivery at NIT MEGHALAYA, PERMANENT CAMPUS, SAITSOHPEN, SOHRA-793108, MEGHALAYA	

Note: Vague terms like “packing, forwarding, transportation etc. extra” without mentioning the specific amount will not be accepted. Such offers shall be treated as incomplete and rejected.

02. **Quotations must be submitted in Indian Rupees (INR) only.** If goods are to be imported, the quotations shall include all charges for customs clearance, clearing agent fees, landing port handling charges, insurance etc. and onward transportation of the goods from the port/airport of landing for door delivery up to NIT MEGHALAYA, PERMANENT CAMPUS, SAITSOHPEN, SOHRA - 793108, MEGHALAYA.
03. All documents submitted should be digitally signed by the bidder.
04. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in and digitally signed by the bidder or his authorized representative.
05. The bidder must also upload a digitally signed copy of the **Tender Acceptance Letter** in the format given in Annexure-V.
06. **Validity of Quotation: Quoted rates must be valid for 120 days from the date of quotation.**
07. **Warranty: The quoted items must be warranted for a minimum of one (01) year from the date of successful installation.**
08. **Details of similar works done in Government Institutions/Organizations/PSUs is a must. The bidders should have executed at least contracts value of Rs. 20 Lakhs or more in the last three years.**
09. **After-Sales Service:** A vendor should provide post-sales service provider for repair, maintenance, in Northeast /Eastern parts of India. Bidders should clearly state the detailed address, contact number, and email ids of the ‘after-sales service provider’, in Bidder’s Details under Statutory Cover without which their offers shall be liable for rejection. Service against any complaint must be provided within 24 hours.
10. **EMD: - Earnest Money:** Refundable earnest money deposit (EMD) of **Rs 90,000/- (Rupees Ninety Thousand)** only through demand draft drawn (of any Nationalized/Scheduled Bank) in favour of **“National Institute of Technology Meghalaya”,** payable at Canara bank, NIT Meghalaya, Saitsohpen Sohra Branch, will have to accompany the technical Bid. The EMD of unsuccessful bidders shall be returned without any interest after award of contract. EMD of the successful bidder will be released without interest on submission of the Performance Bank Guarantee or delivery of the ordered items, as applicable.

Firms registered under MSME or are registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) 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/DPIIT/NSIC registration Certificate**. Offers received without Earnest Money or valid Certificate shall be summarily rejected.

11. **Performance Bank Guarantee (PBG):** The successful bidder shall furnish an unconditional PBG (as per format at Annexure II) for 5% of the Purchase Order value from a Nationalized/Scheduled Bank of India, before release of the payment. Else 5% of the billed amount will be deducted as security deposit. Where the PBG is obtained by a foreign bank, it shall be endorsed by a Nationalized/Scheduled Indian bank and shall be governed by Indian Laws and be subject to the jurisdiction of courts at Shillong. The PBG shall guarantee that,

- The Vendor guarantees satisfactory operation of the Equipment & components against poor workmanship, bad quality of materials used, faulty designs and poor performance.
- The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee/warranty.

The PBG shall remain valid for period of (60) sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

12. **Work Completion Period:**

- a. Time Limit: *Maximum within 60 (Sixty) days from the date of issue of Work Order .*
 - b. Safe Delivery: **All aspects of safe delivery shall be the exclusive responsibility of the vendor.** At the destination site, the package will be opened only in the presence of the NIT user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with shall form the basis for certifying the receipt in good condition.
 - c. Insurance: The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at **NIT MEGHALAYA, PERMANENT CAMPUS, SAITSOHPEN, SOHRA-793108, MEGHALAYA.**
13. **Penalty for delay in completion:** The date for completion should be strictly adhered to otherwise the Director, NIT Meghalaya reserves the right not to accept it in part or full. The Director, NIT Meghalaya also reserves the right to impose penalty, as deemed fit, for delay in delivery of the furniture including imposition of Liquidated Damages (LD) as per Government Norms. The decision of the Director shall be final and binding to all.
14. **Genuine Pricing:** The vendor is to ensure that the quoted price for the item is not more than the price quoted to any other customer in India, particularly to IITs/NITs/CFTT's. A copy of the latest price list for the quoted item, applicable in India, must be enclosed with the offer.
15. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on NIT Meghalaya.
16. **Late and delayed tender:** Late and delayed tender will not be considered.
17. **Installation:** The bidder shall be solely responsible for the installation and commissioning of the shelves ensuring proper workmanship at site.
18. **Payment:** 100% payment within 30 (Thirty) days of completion and acceptance
19. Payment will be made through PFMS. Bidders are required to furnish complete and correct bank details on their letterhead along with the technical bid. A scanned copy of a cancelled cheque may also be attached for verification of the IFSC code.
20. **Enquiry during evaluation not allowed:** After opening the Technical Bid, no enquiry from the bidder(s) shall be entertained during the evaluation of the tender till the final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full cooperation. The bidders may also be asked to arrange a demonstration of the offered items, in a short period of notice.
21. At any time before the date of submission of the bid, NIT Meghalaya may, for any reason, either of its

own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/corrigendum. **Any such amendment/corrigendum will be duly notified through the CPP Portal and Institute website only.** Prospective bidders are advised to check the Institute's website every now and then for any amendment/corrigendum. To provide reasonable time to take the amendment into account in preparing the bid, NIT Meghalaya shall extend the date and time for the submission of bids.

22. The acceptance of the quotation will rest solely with the Director, NIT Meghalaya, who in the interest of the Institute is not bound to accept the lowest quotation and reserves the right himself to reject or partially accept any or all the quotations received without assigning any reasons.

23. Force Majeure:

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- (a) Any law, statute or ordinance, order action or regulation of the Government of India,
- (b) Any kind of natural disaster, and
- (c) Strikes, acts of the public enemy, war, insurrections, riots, lockouts, sabotage.

24. Termination for default: Default is said to have occurred

- (a) If the items or any of its components is found to have poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all the services within the period (s) specified in the purchase order or any extension thereof granted by NIT Meghalaya.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances, NIT Meghalaya may terminate the contract/purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to the above, NIT Meghalaya may at its discretion also take the following actions: NIT Meghalaya may procure, upon such terms and in such manner, as it deems appropriate, goods like the undelivered items/products and the defaulting supplier shall be liable to compensate NIT Meghalaya for any extra expenditure involved towards goods and services obtained.

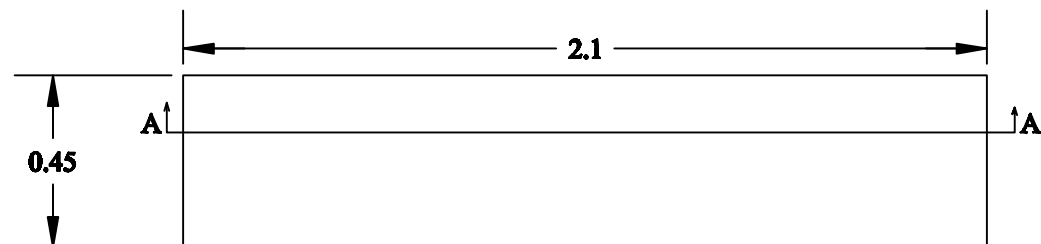
25. Applicable Law:

- a. The contract shall be governed by the laws and procedures established by Govt. of India and subject to the exclusive jurisdiction of the Competent Court and Forum in Shillong/India only.
- b. Any dispute arising out of this purchase shall be referred to the Director, NIT Meghalaya, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.

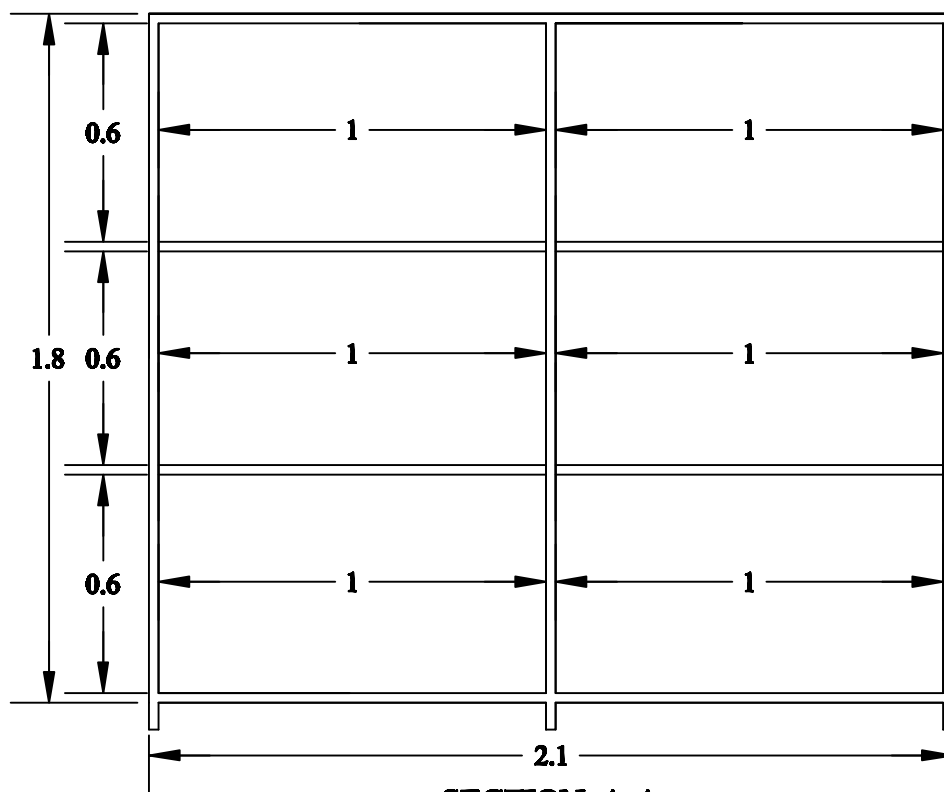
Sd/-
Registrar

ACCOUNT & FINANCE SECTION

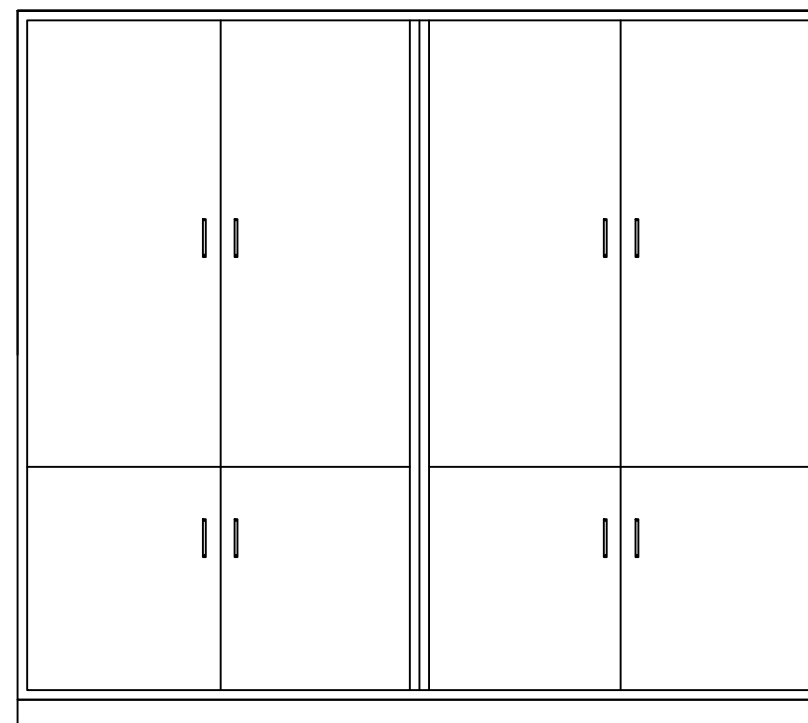
ANNEXURE 1



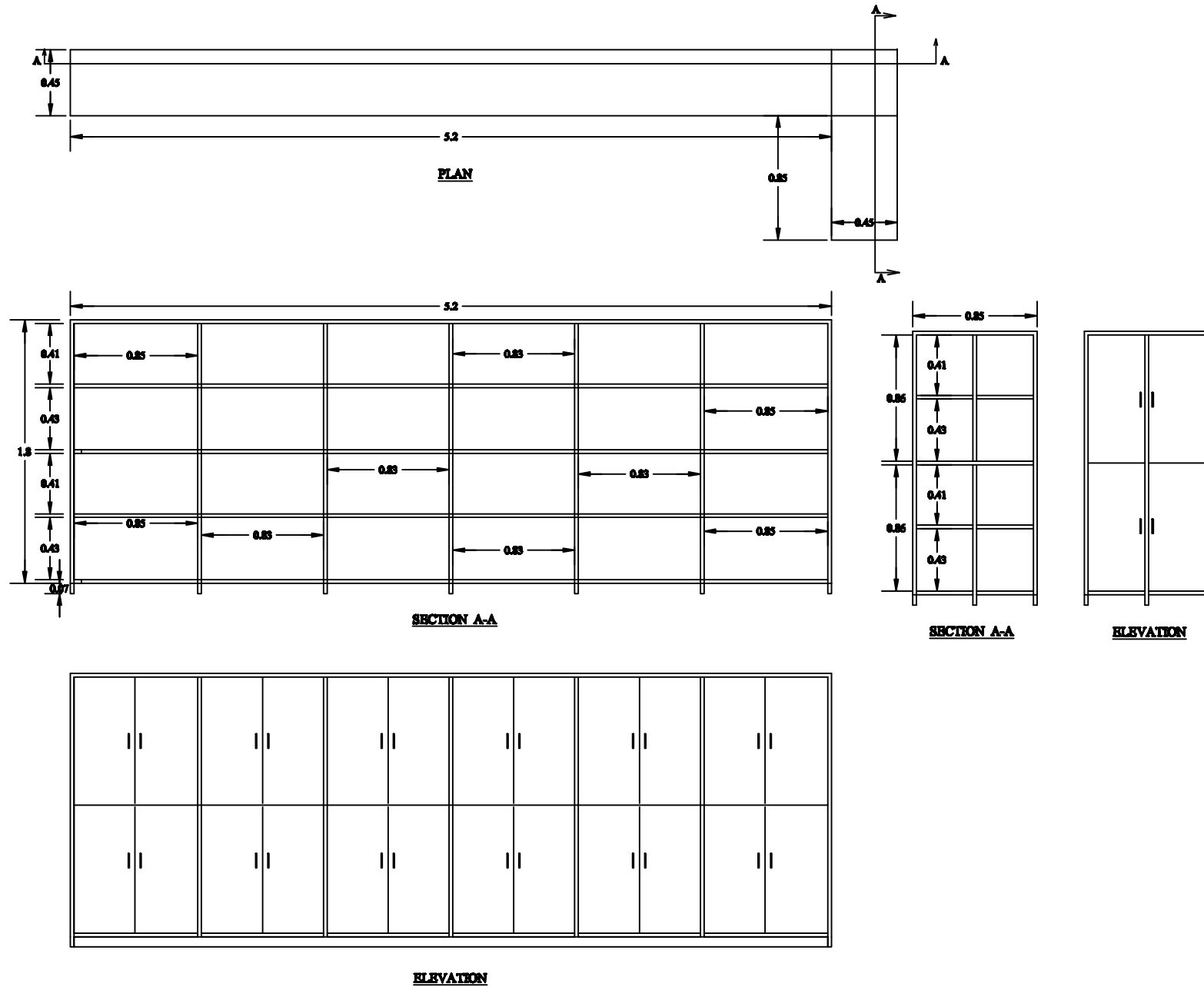
PLAN



SECTION A-A

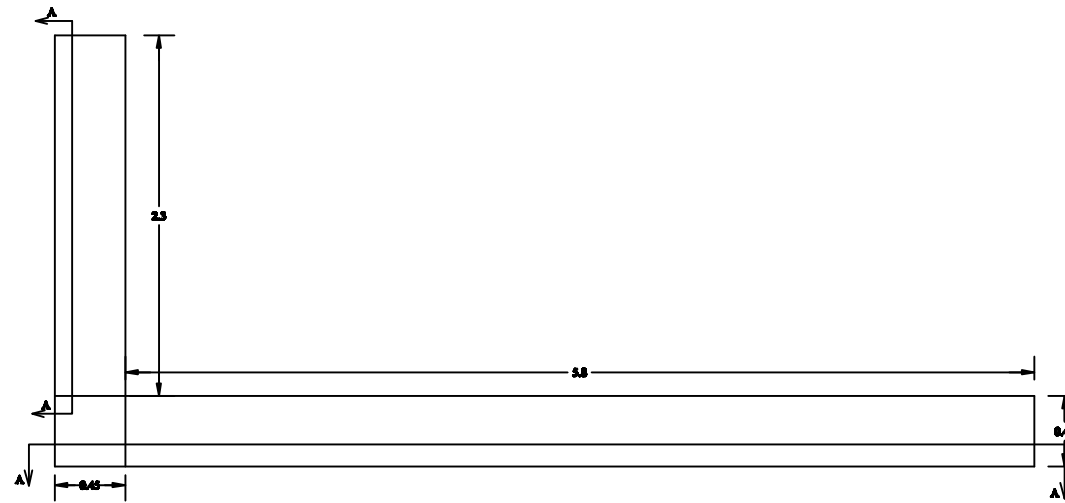


ELEVATION

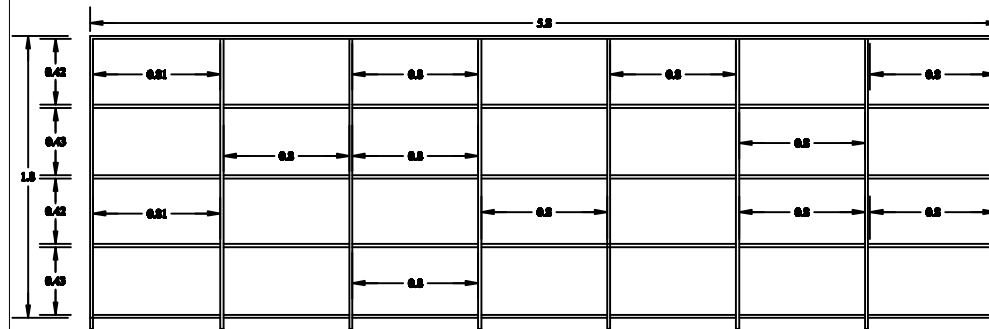
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ESTABLISHMENT DARK SECTION

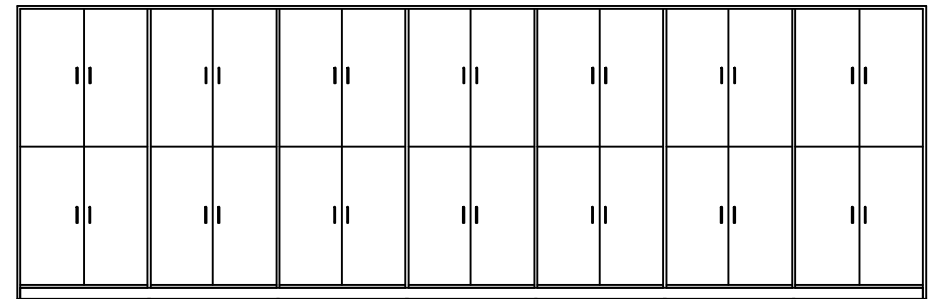
Annexure 3



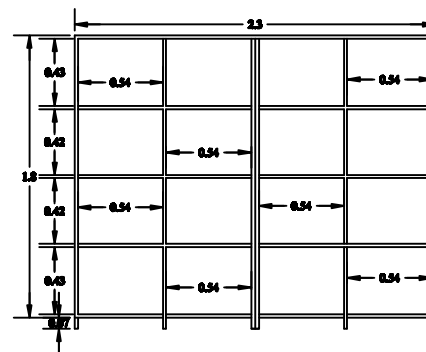
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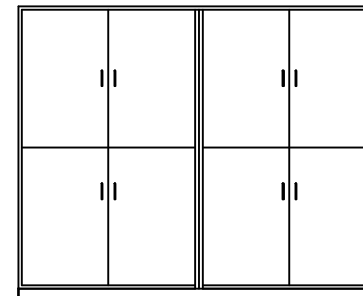
SECTION A-A



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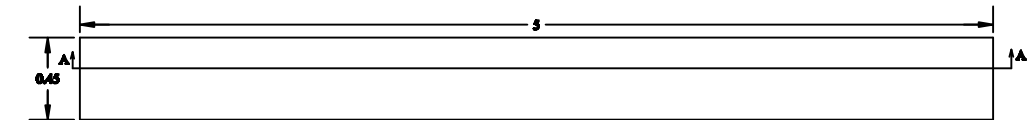


SECTION A-A

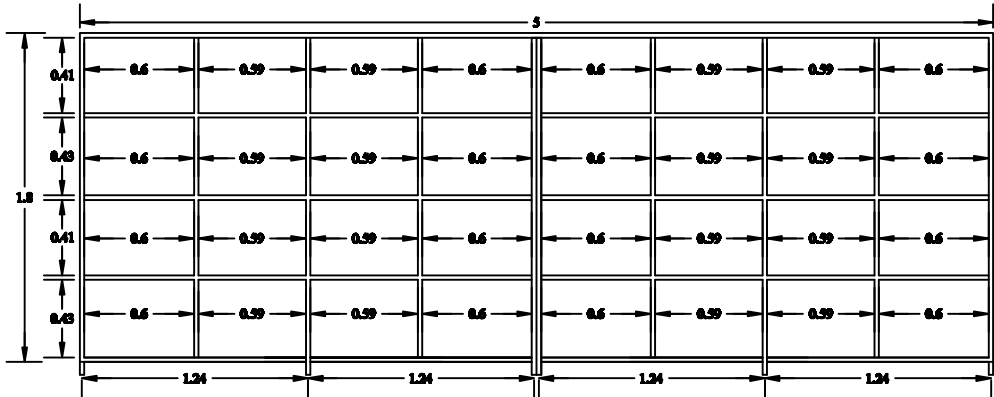


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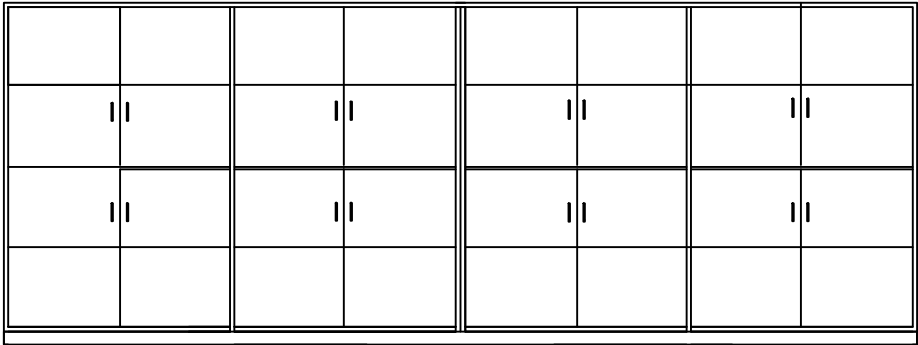
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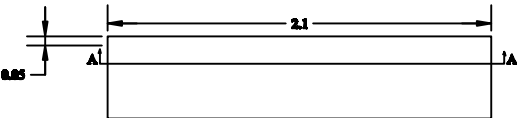
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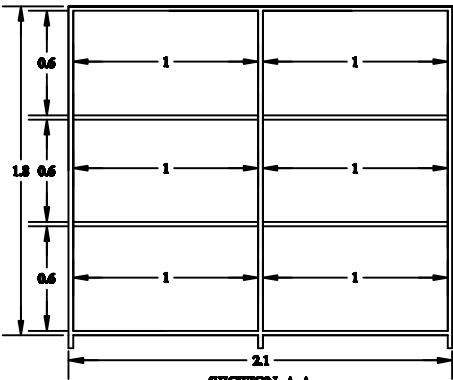
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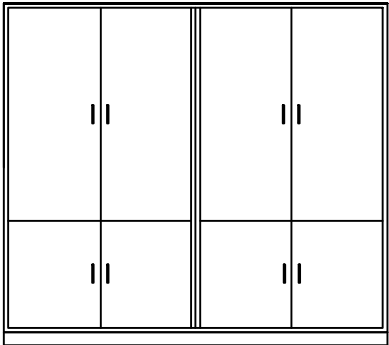
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PLAN



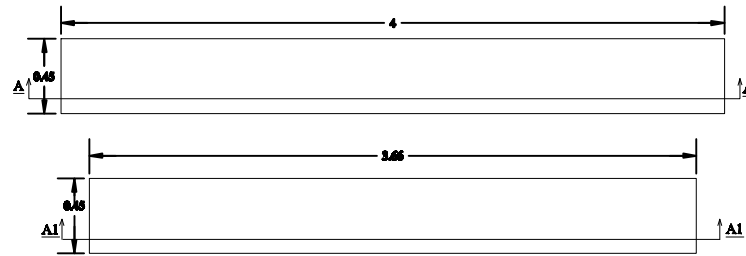
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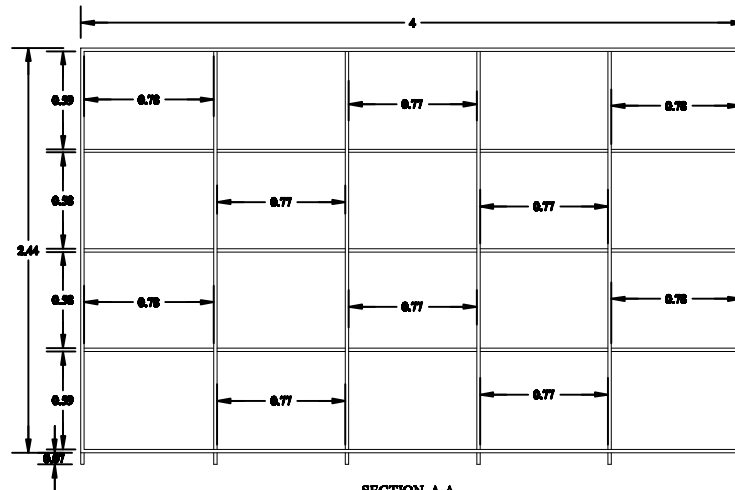
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EXAM CELL

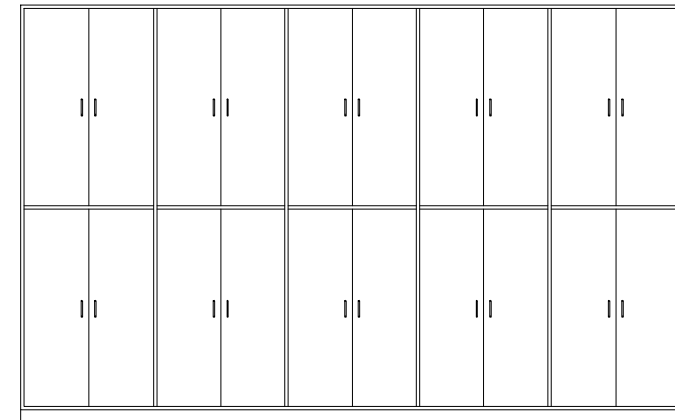
ANNEXURE 5



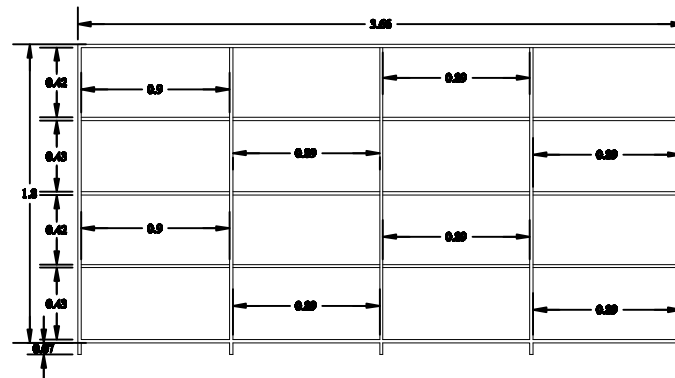
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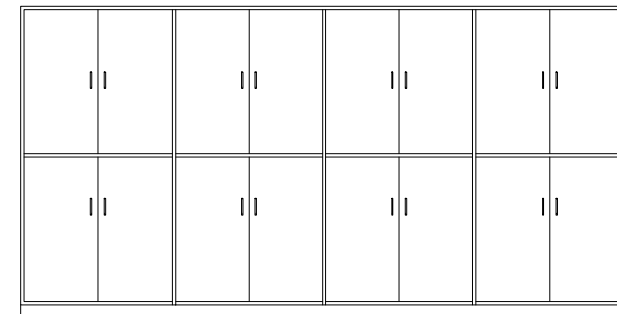
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ELEVATION



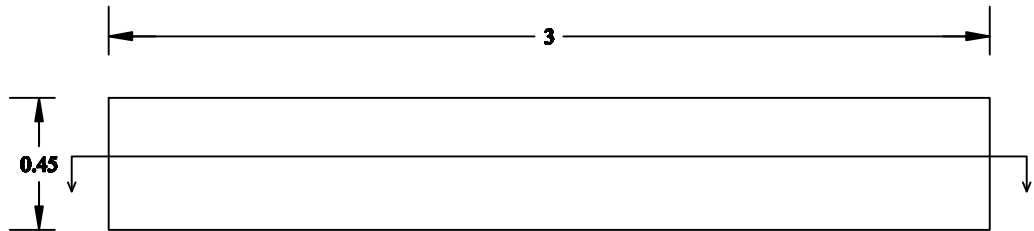
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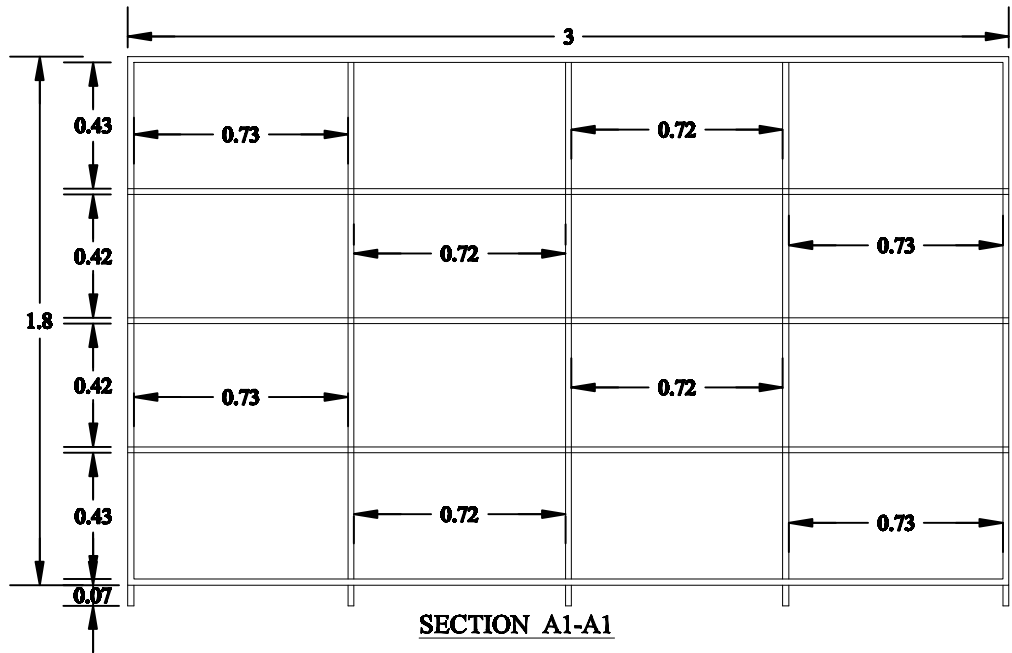
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NOTE: ALL DIMENSIONS ARE IN METER (M)

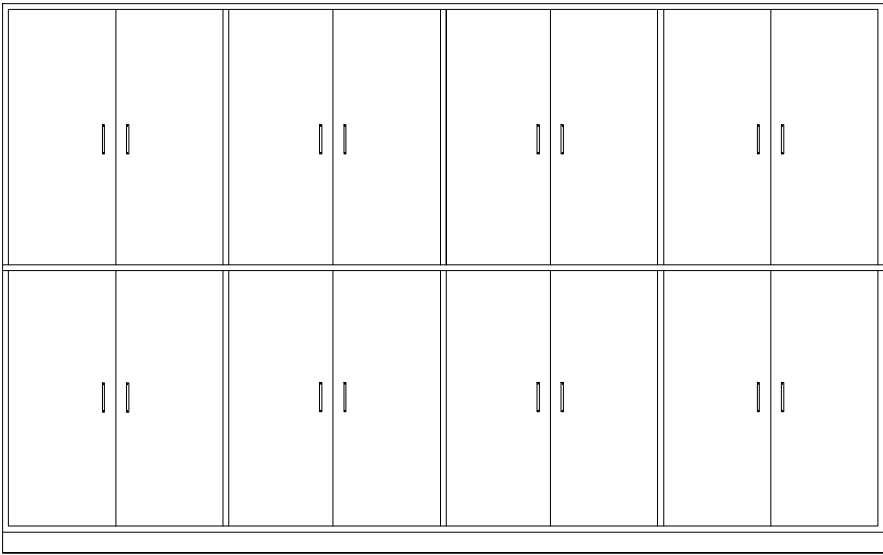
P.A ROOM (REGISTRAR)



PLAN



SECTION A1-A1

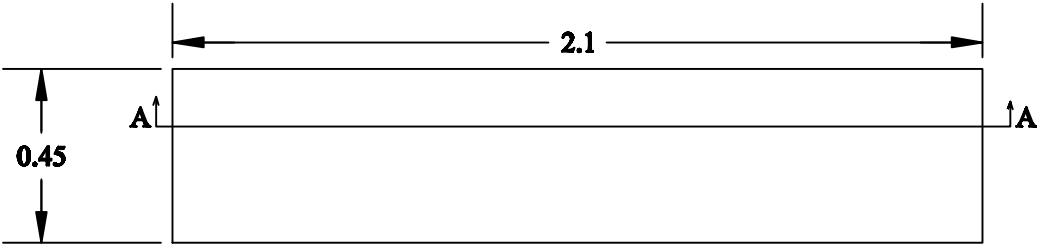


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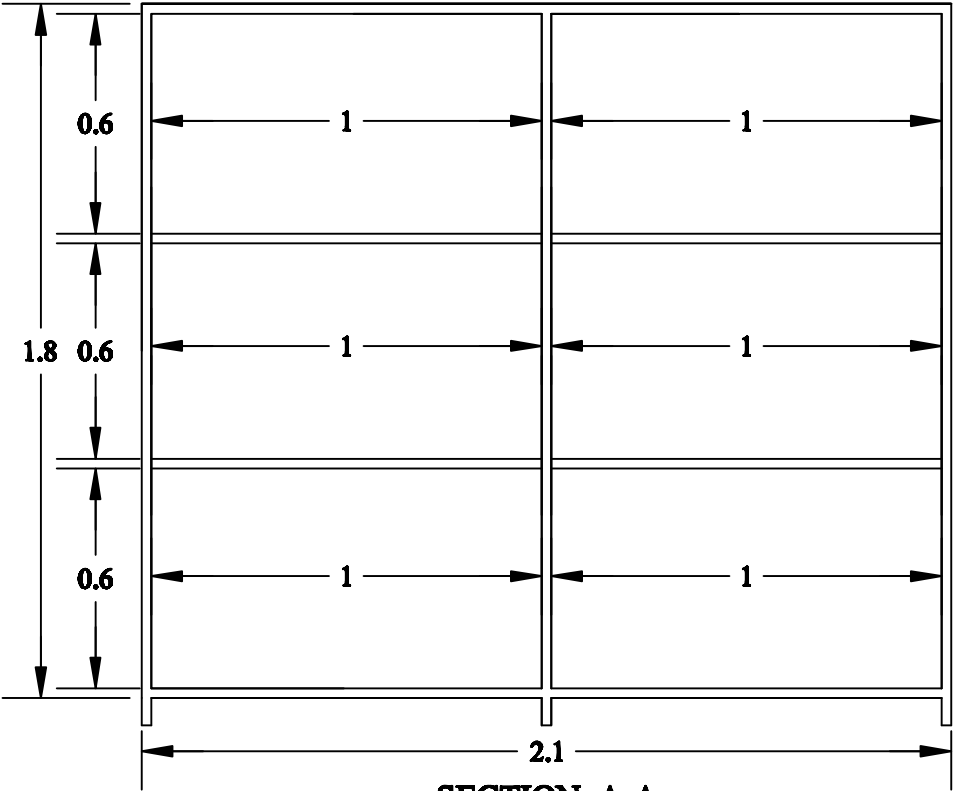
NOTE: ALL DIMENSIONS ARE IN METER (M)

PURCHASE SECTION

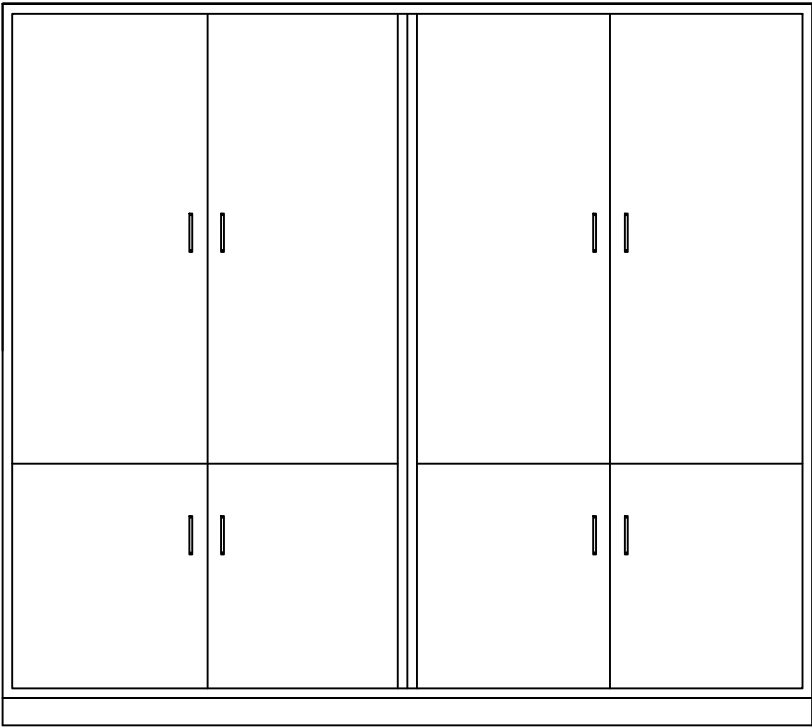
ANNEXURE 7



PLAN

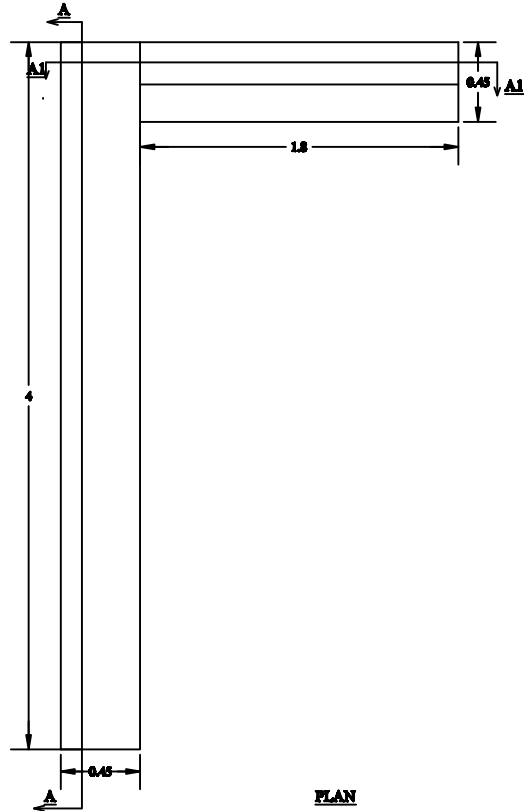


SECTION A-A



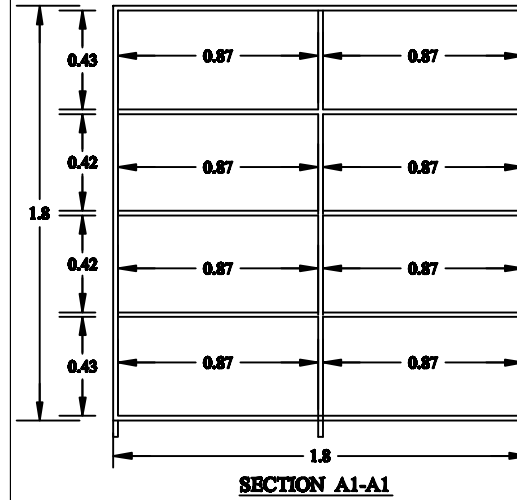
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STORE ROOM (PS & ES)

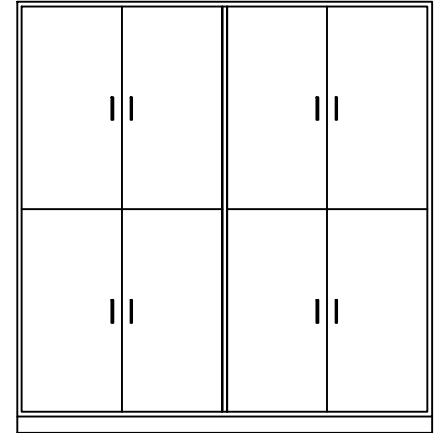


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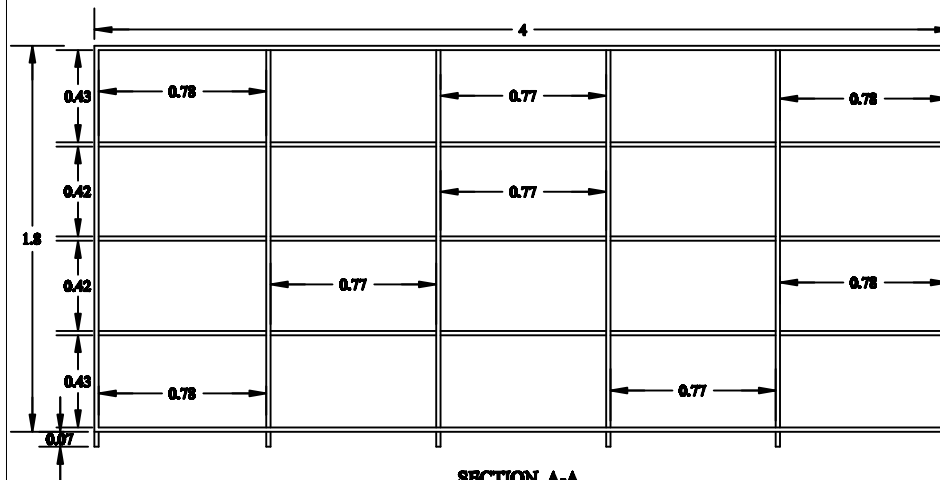
ANNEXURE 8



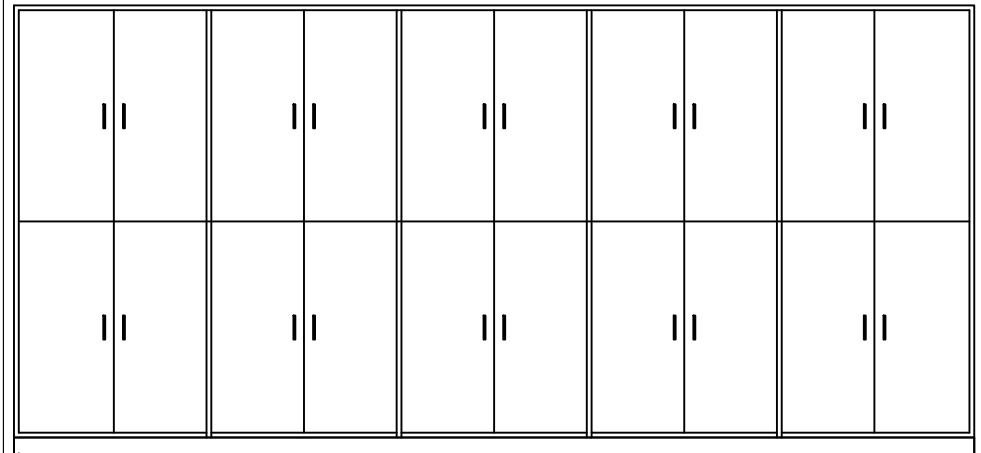
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ELEVATION



SECTION A-A



ELEVATION



LAYOUT PLAN

ANNEXURE- 10

BIDDERS DETAIL

Sl. No.	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
01	Registered office Name & Address Details of contact person Name designation Telephone number e-mail	
02	Name & Address of nearest service provider City Contact person/s Name designation Telephone number e-mail Details with contact no. of staff who will be involved in this project.	
03	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
04	Is the company/firm registered for GST? If yes, submit valid registration certificate.	
05	List the major clients with whom your organization has been associated and submit documentary proof/PO.	

Note: Document/s if attached to the NIQ compliance Certificate the same may be referred to in the remark column above

Sign. :.....
Vendor : M/s.....

ANNEXURE- 11

PERFORMANCE BANK GUARANTEE

To:
The Registrar,
National Institute of Technology Meghalaya
Saitsohpen, Sohra – 793108, Meghalaya.

WHEREAS.....(Name of Supplier) herein after called "the Supplier" has undertaken, in pursuance of Contract No:, dated: 20..... to supply.....
.....(Description of Goods and Services) herein after called "the order".

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of.....
(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the.....day of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20....

Address:.....

.....
.....

All correspondence with reference to this guarantee shall be made at the following

Address: The Registrar,
National Institute of Technology Meghalaya
Saitsohpen, Sohra – 793108, Meghalaya

ANNEXURE-12

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Ref. No.

Date:

To,

The Registrar
National Institute of Technology Meghalaya
Saitsohpen, Sohra – 793108, Meghalaya

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: NITMGH/..... dated2021

Name of Tender:-

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned Tender from the website of NIT Meghalaya, Shillong as per your advertisement, given in the CPP Portal and the above mentioned website.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.....to (including all annexure(s), schedule(s),etc.),which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s), if any, issued from time to time by NIT Meghalaya, Shillong, have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) /corrigendum(s)in its totality/ entirety.
5. I/WedoherebydeclarethatourFirmhasnotbeenblacklisted/debarredbyanyGovt.Department/Publicsectorundertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then NIT Meghalaya, Shillong shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)
