



**अप्रमत्तेन वेद्व्यम्**

**COTTON UNIVERSITY**

**TENDER DOCUMENT**

**FOR**

**INSTALLATION OF COLLAPSIBLE GATE, GRILL AND  
BLOCK BOARD DOOR AT MCB BUILDING AND NEW  
ACADEMIC BUILDING, COTTON UNIVERSITY**

**PART – I**

**TECHNO-COMMERCIAL BID**

**NIT No. 08 Dt. 12.06.2025**

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

**NOTICE INVITING TENDER No: 08**

Sealed tenders in two-bid-system are invited for and on behalf of the Cotton University for  
“Collapsible gate, grill and block board door at MCB Building and new Academic building, Cotton University”

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

Notice inviting tender No.	08
Name of the work	Collapsible gate, grill and block board door at MCB Building and new Academic building, Cotton University
Cost of tender document	Rs 500.00
Estimate Amount	Rs.4,55,744 .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.
EMD	Rs. 9100.00 for General Category ( 2%) Rs. 4500.00 for Reserved Category (1%)
Completion period	30 (Thirty) Days

- Location of site:** 1. A total of 4 (four) nos of collapsible gates will be installed at 3 (Three) staircases along with 1 (One) at the elevator of MCB Building.
2. 2 (Two) nos of collapsible gates will be installed at the lobby area of the sixth floor along with 1 (One) at the elevator of the New Academic Building.
3. Grill will be installed near the conference room at the ground floor of MCB Building.

**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) 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 installation of MS gate/grill/platform works. In case of non availability of exclusive work order for similar nature of works, composite work order for civil works where scope of MS works of value not less than Rs. 3.65 Lakhs were included shall have to 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 Thirty (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. UDIN No. :
  
10. EPF Registration No :
  
11. Labour License No :
  
12. ESIC Registration No :

**Seal & Signature of the tenderer**

*Samir*

*[Signature]*

*[Signature]*

## 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 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% reserve category ) shall be retained as SD till the successful completion of defect liability period.

 

