

अप्रमत्तेन वेद्व्यम्

COTTON UNIVERSITY

TENDER DOCUMENT

FOR

Package A - Replacement of Roof at KBR Hall

Package B - Centralized Drinking Water Facility (RO) Plant at
New Academic Building, CU

Package C - Allocation of Cabins for teaching staff and shifting
of Psychological Laboratory- Education
Department, Cotton University

PART - I

TWO BIDS

NIT No. 28 Dt. 05.05.2026

Handwritten mark

Handwritten mark

Handwritten signature

DETAILED NOTICE INVITING TENDER No: 28 OF 2024

Sealed tenders in two-bid-system are invited for and on behalf of the Cotton University from contractors registered under APWD, CPWD, MES and other Govt./ Semi Govt./Govt. undertaking of appropriate class with Bid Price for the works detailed below with a validity of 180 (one hundred eighty) days from the date of opening of the tender. Detailed bid documents may be downloaded from the Cotton University Website www.cottonuniversity.ac.in from 04/05/26 to 13/05/26...Interested contractors may submit their bids within 7 days from publish in University Website- Last date -

Sl. No	Name of Work	Approx. Value of Work	EMD Fee		Time of Completion	Cost of Bid Document
			General Category (2%)	Reserved Category (1%)		
Package-A	Replacement of Roof at KBR Hall	Rs 15,78,202/-	Rs 31,600/-	Rs 15,800/-	10 Days	Rs 500.00
Package-B	Centralized Drinking Water Facility (RO) Plant at New Academic Building. CU	Rs 2,37,037/-	Rs 4740/-	Rs 2370/-	10 Days	Rs 500.00
Package -C	Allocation of Cabins for teaching staff and shifting of Psychological Laboratory- Education Department. Cotton University, CU	Rs 10,70,553/-	Rs 21,411/-	Rs 10,705/-	10 days	Rs 500

1. Up to date Registration Certificate, Registration Certificate under GST, PAN, EPF, Labour License, cost of bid etc. as required shall be furnished along with the Bidding Document. Other required documents mentioned in detailed tender document.
2. Bidding Documents may be collected from "Cotton University Website".
3. Bids must be accompanied by Bid security of the amount as specified for the work in the table above in the form of online payment mentioned below. Tender fee to be deposited separately for each package.
4. Sealed tenders/Bids must be delivered to "The Registrar, Cotton University, Guwahati-01". If for any reason, last date of receiving and opening of tender is declared a holiday, the same will be received and opened in the next working day.

[Handwritten mark]

[Handwritten mark]

[Handwritten signature]

Terms and Conditions:

1. 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
2. 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.
3. Any future clarification(s) and / or corrigendum (s) shall be communicated through the website. Therefore, the bidders are requested to regularly visit the website.
4. 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.
5. **Validity period:** The rates quoted in the tender shall remain valid for 180 days.
6. Complete Tender Document may be collected from **University Website**. 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.
7. Sealed tenders/Bids must be delivered to **"The Registrar, Cotton University, Guwahati-01"**. If for any reason, last date of receiving and opening of tender is declared a holiday, the same will be received and opened in the next working day.
8. 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.
9. 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 be summarily be rejected.
10. **Submission of Earnest Money Deposit (EMD) and cost of tender document:** The cost of tender documents shall be submitted online by visiting the link **"<https://cottonuniversity.samarth.edu.in/feeportal/index.php/site/login>"** >>> **Misc. Fee>>>> EOI Tender Fee_ 500. (Fee Receipt must be submitted)**

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.

As per Rule 170 of GFR, "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). **Tender submitted without EMD and cost of tender document shall be summarily rejected and such tenders will not be considered for technical evaluation.**

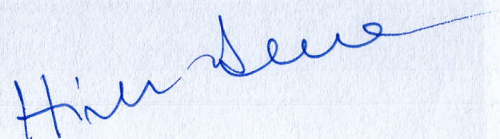
Separate cost of tenders and EMD to be submitted for each package of the works.

11. Eligibility/ Qualifying criteria:

- i. The bidders must be registered with APWD, CPWD, MES and other Govt./ Semi Govt./Govt. undertaking of appropriate class- **(Not less than 1 C) for package A , Package C work and not less than Class II for Package B work.** Latest registration certificate must be enclosed with the bid.
- ii. Average Annual turnover in last 3 (three) years should be at least **Rs. 30 Lakhs for Package A , Package C work and Rs 5 lakhs for Package B work.**
- iii. 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 advocates 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.
- iv. Intending tenderers should visit site and proof of visiting site need to be submitted along with tender document.
- v. Copies of Pan card, GST, Labour License, ITR (Last 3 years), EPF, Work Experience Certificates must be submitted along with bidding documents.
- vi. **For Package B Work-** Must be a authorized dealer/distributor with experience of RO plant and water treatment plant execution and maintenance. Must produce evidence.
- vii. **For package B Work -** Maintenance of RO Plant for 1 year must be provided by contractor involved.

Submission of Bid will be manual and as follows:-

12. 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.
13. **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.
14. **Completion period:** The successful bidder will have to complete the works within 10 days from the date of receipt of work order.
15. 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.
16. 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.



COTTON UNIVERSITY
Submission of Tender

From.....

To
The Registrar (i/c)
Cotton University
Pan bazar, Guwahati – 781 001

I / We hereby tender for execution of the work of
“.....” as
per tender within the time schedule mentioned therein as separately signed and accepted by
me / us, at the schedule of rates quoted by me / us for the whole work in accordance with
Notice Inviting Tender, General Conditions of Tender, Special Instructions to Tenderer,
Technical Specifications, workmanship, drawings, other documents and papers, all as
detailed in the tender documents.

1. It has been explained to me / us that the time stipulated for job and completion of works in all respects signed and accepted by me / us is the essence of the Contract. I / We agree that in the case of failure on my / our part to strictly observe the time of completion mentioned to the final completion of works in all respects according to the stipulated time mentioned in the Clause 17 of Terms and conditions of the contract, I / We shall pay compensation to the Owners as decided by the owner and I / We agree to recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the Engineer-in-Charge at his entire discretion for some items of work, and I / We agree that such extension of time will not be counted for the extension of completion dates stipulated for job and for the final completion of works.
2. I / We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

MEMORANDUM

1. General description of work

2. Earnest Money Deposit (EMD) Rs.....
(Rupees).....

The Earnest Money Deposit is payable in the manner set out in clause 10 of Terms and

Condition of the contract. The Earnest money, if the tender is accepted, will be retained against the security deposit.

3. Time allowed for starting work : Seven days from the date of issue of letter of acceptance of the tender
4. Should this tender be accepted I / We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
5. If I / We fail to commence the work specified in the memorandum in para (3) above, or I / We fail to deposit the amount of Earnest Money deposit specified in the Memorandum in para (2) above, I / We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money deposit in full otherwise the said earnest money shall be retained by Owner, towards the security deposit specified in para (2) above. The said Owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the Earnest Money amount as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.

I / We enclose herewith evidence of my/ our experience of execution of work of similar nature and magnitude carried out by me/ us in the prescribed proforma.

Date.....day of.....2025

Witness:

Name in Block Letters:
Address :
Firm

Signature of Tenderer(s), with the seal of

PROPOSAL PARTICULARS & VENDOR INFORMATION

1. Tenderer's complete Company Name & Address :

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

Seal & Signature of the tenderer

Hinu Sena

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 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 "Work" shall mean works to be executed in accordance with the contract or part thereof as the case may be and shall include all extra additional altered or substituted works, as required for the purpose of the contract.

1.5 The "Permanent work" means works as handed over to the Owner by the Contractor on completion of the contract.

1.6 "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.

1.7 "Site" means the areas on which the permanent Works are to be execute or carried out and any other places provided by the Owner for purpose of the contract.

1.8 "Contract Document" means collectively the Tender Document, Designs, Drawings, Specifications, agreed variations, if any, and such other documents constituting the tender and acceptance thereof.

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

1.10 The "Specification" shall mean the various technical specifications attached and referred in the tender documents. It shall also include the latest edition including all addenda/corrigenda of relevant Indian Standard Specifications published before entering into Contract.

1.11 "The Drawings" shall include maps, plans and tracings or prints thereof with any modifications approved in writing by the Engineers-in-Charge and such other drawings as may required, from time to time, or furnished or approved in writing by the Officer-in-Charge.

1.12 The "Tender" means the tender submitted by the Contractor for acceptance by the Owner.

1.13 The "Alteration Order" means an order given in writing by Officer-in-Charge to effect additions to or deletion from and alteration in the work.

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

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

1.16 The "Defect Liability Period" in relation to a work means the specified period from the date of issue of completion certificate upto the date of issue of final completion certificate during which the Contractor stands responsible for rectifying all defects that may appear in the works.

1.17 The "Appointing Authority" for the purpose of arbitration shall be the Registrar, Cotton University or any other person so designated by the Owner.

1.18 'Tendering period' means the period from the date of invitation of tender to date of submission of tender.

B

W

Hina Sena

SECTION – B

2. GENERAL INFORMATION

2.1 Location and Accessibility of Site: Cotton University, Panbazaar, Guwahati-781001.

2.2 Scope of Work : The scope of work is defined in the special conditions of Contract and specifications. All design, drawing, materials required for the work shall be approved by the appropriate authority prior to procurement and use.

2.3 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.

2.4 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, name of the package for which he/she wish to participate, due date of opening. The full name, postal address of the tenderer shall be written on the bottom left corner of the sealed cover.

3.5. 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) The tenderer shall submit copies of PAN, GST Certificate.

(iv) The tenderer shall submit copy of valid Labour License and Registration under EPF.

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

Hina Sena

SECTION - D

3. SPECIAL CONDITIONS

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.

4.2) Time of performance: Period of Completion is as per Notice Inviting Tender from the date of issue of Work order.

4.3) Extension of Time: If the Contractor shall desire an extension of the time for completion of the work on the grounds of his having been unavoidably hindered in its execution or on any other grounds, he shall apply in writing to the Officer-in-Charge within ten days of the date of the hindrance on account of which he desires such extension as aforesaid, and the Officer-in-Charge shall, after consulting the competent authorities, is satisfied that reasonable grounds have been shown thereof, authorize such extension of time as may, be necessary or proper without any extra cost / liability to the Owner. No compensation for a resources, labourer etc. brought to site' in idle period will be paid to contractor.

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

4.6) Court Jurisdiction: Court Jurisdiction within the city of Guwahati, Kamrup (metro). No arbitration in any form will be entertained.



Hire Sew