

CENTRAL INSTITUTE OF TECHNOLOGY BALAGAON, KOKRAJHAR, BTC, ASSAM



TENDER DOCUMENT

LTE No. CITK/ELK/11KV Power Distribution/592/ 2025/3520 dated: 30/07/2026

Technical Bid

NAME OF WORK: Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus

NOTICE INVITING LIMITED TENDER ENQUIRY

LTE No. CITK/ELK/11KV Power Distribution/592/2025/3520

Dated: 30.07.2026

Sealed tenders in single bid are invited from approved Electrical vendors of CITK for the following work. The tenders will be available at CIT website (<https://www.cit.ac.in/>) up to 5.30 PM on 07.08.2026. The tender submissions date will be on 10.08.2026 at 4 PM and the same shall be opened on 11/08/2026 in presence of attending Tenderers or their authorize representatives. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received or opened on the next working day at 4:00 PM for which no separate communication will be made to tenderer.

Name of Work	Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus
Estimated cost	Rs.4,27,875.00
Earnest Money	2% for general and 1% for ST/SC/OBC/ Unemployed Engineer
Date of availability of tender paper.	From 30/07/2026 to 07/08/2026
Last Date & time Submission of tender.	Up to 5.30 PM on 10/08/2026
Date & time for Opening of tender	At 4PM on 11/08/2026
Time of completion	30 (Thirty) days from the date handing over of the site.
website	https://www.cit.ac.in/

Qualifying criteria for participating in the Tender:

1. The vendor should be a registered vendor of CIT Kokrajhar for Electrical Works.
2. The vendor should be up-to-date registered with Govt./Semi Govt./ Autonomous body in appropriate class.
3. Submitted tender paper must be accompanied by the self-attested copies of the qualifying documents with seals along with (a) Copy of PAN card) GST Registration certificate. The vendor should have valid Electrical license from Govt. of Assam. Copy of the same shall have to be attached.
4. Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the Institute's website. Bidders should therefore regularly visit the CIT website.

The CIT Kokrajhar does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof.

Sd/-
Registrar (i /c),
CIT, Kokrajhar.

Special Terms & Conditions

The present scope of work under this contract shall include “Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus”

1. The scope of this contract shall include Electrical works consisting of “Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
3. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
4. The work shall be completed within 30 (thirty) days from the date of handing over of the site.
5. The rate shall be inclusive of all taxes including GST, Royalty, loading, unloading and transportation etc. of all the materials to work site at CIT Kokrajhar campus, Kokrajhar. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
6. All the pages of the tender document shall be signed and dated at the lower right-hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
7. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
8. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
9. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on the request of the contractor on payment basis under the terms and conditions fixed by the institute.

10. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
11. The contractor shall submit the completion report after completion of the work in all respects.
12. Security Deposit: 5% of the contract amount shall be deducted from the bill and will be released after 12 (twelve) months from the date of completion of the work and handing over.

Sd/-

Registrar (i /c),
CIT, Kokrajhar.

To

The Registrar, (i/c)
Central Institute of Technology Kokrajhar
Kokrajhar– 783370, Assam.

1. I/We hereby tender for execution of the work **“Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus”** as per tender document within the time schedule mentioned therein and accepted by me/us, at the schedule of rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and 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 for work or any of them and to the final completion of works in all respects according to the schedule set out in the said “Time Schedule of Completion of work”, I/We shall pay compensation to the Owners as per provision and stipulations contained in Terms & Conditions of Contract and I/We agree to the 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 work and for the final completion of works as stipulated in the said “Time Schedule” of Completion of work.
3. 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

- (a) General description of work: Electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus.
 - (b) Earnest Money: Not Applicable.
 - (c) Security Deposit: 5% of the contract amount which will be deducted in the manner set out in Terms & Conditions of Contract.
 - (d) Time allowed for starting of work: 3 (Three) days from the date of issue of letter of acceptance of the tender.
 - (e) Time of completion of work: 30 (Thirty Days) days from issue of work order.
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. I/We hereby pay the earnest money of Rs. (Rupees) in the form of Banker's cheque /Demand Draft no. (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favour of "CIT Kokrajhar" payable at 'Kokrajhar'.
6. 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 security deposit specified in the Memorandum in para (3) 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 in full otherwise the said earnest money shall be retained by Owner, towards the security deposit specified in para (3) above. The said Owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the security 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 and also the Income Tax and Sales Tax Clearance Certificate.

Witness:

Date.....day of.....2026

Name in Block Letters:

Address:

Signature of Tenderer (s), with the seal of Firm.

PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT

LTE No. LTE No. CITK/ELK/11KV Power Distribution/592/2025/3520

Date:30/07/2026

To

The Registrar
CIT Kokrajhar
Kokrajhar-783370, Assam

Sub: “Execution of the electrical work towards the modification of 11KV Power distribution system at CIT Kokrajhar Campus”

Dear Sir/Madam,

We hereby acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the Bid. We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

(A) We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

(i) POSTAL ADDRESS :

(ii) TELEPHONE NUMBER :

(iii) MOBILE NO. :

(iv) TELEFAX NUMBER :

(v) CONTACT PERSON :

(vi) DESIGNATION :

(vii) EMAIL ADDRESS :

(viii) REGISTERED OFFICE :

BIDDER’S NAME:

SIGNATURE:

NAME:

DESIGNATION:

Date:-

Terms & Conditions:

A) Payment Terms:

- (I) Taxes & Duties: The rates are inclusive of all applicable duties & taxes.
- (II) Invoice: The Invoice shall include an original Invoice describing the Work that was performed duly certified by our Engineer – in – charge.
- (III) Payment: Payment shall be released on measurement basis on certification of the bills by the Engineer-in-Charge after deducting 5% Security Deposit and applicable TDS & Labour Cess @ 1% and other taxes as applicable. Payment shall be made on the actual performance at site. No idle labour shall be paid. The payment shall be made after the receipt of invoice, duly certified by Engineer – in - Charge, with our accounts department. Bill submitted without proper documentation and evidence of PF deposit shall not be considered. Security Deposit 5% on total contract value shall be deducted from each R.A. and shall be refunded after completion of defect liability period of six months from the date of successful completion of all works in all respects.
- (IV) TDS: Tax Deducted at Source (TDS) will be deducted from your invoice as applicable. You have to provide your company's PAN number.

B) Mandatory:

- a) You shall employ persons of competence and skill to complete this job within specified period.
- b) However, if the contractor is not performing well and not achieving the target, the company shall cancel the contract with immediate effect without assigning any reason and the contractor shall have no right or claim what-so-ever on the site and shall vacate the site immediately.
- c) Any theft by workers of contractor & if there any cheat in duplicate copy by overwriting of unskilled to skilled or in number of workers will be viewed seriously and the concerned amount will be deducted from contractor's bill with additional penalty of Rs.500/-of each theft.
- d) Strict Control of shuttering wood will be monitored. In case of using of shuttering wood as a fire wood, subcontractor will be panelized at the rate of Rs. 1000/- per incident.
- e) Contractor shall abide by all safety rules of the company & wearing of Safety belt and helmet is compulsory for all workers working at height. Subcontractor will be panelized at the rate of Rs. 500/- per worker if the safety rules not followed.
- f) Contractor has to manage generated scrap (while executing) and store the same in pre allotted space/location at the site.
- c) Insurance: Necessary EPF (Employee Provident Fund) for your Manpower is in your scope and the copy of EPF registration and the challan shall be submitted to us before mobilizing the labour. You have to work carefully and ensure safe working without any mishap. In case it happens, sole responsibility will be yours.

C) Safety:

Providing PPE to your workers is in your scope. Foreman & above must wear blue colour helmets and below this everyone must have yellow helmets and safety shoes for all are mandatory and without this no one will be allowed to enter the site. If PPE will be procured by us the same shall be deductible from your running bill.

D) Other Terms & Conditions:

- 1) The job work order value is firm and no escalation will be payable and remain valid till the completion of job work.
- 2) Contractor has to comply all applicable labour law and has to deposit the PF/ESI etc. as per applicable law.
- 3) All local problems, disputes and conflicts whether with private, public and /or Government parties, must be sorted out at your end and it must be ensured by you that our work is not affected due to such occurrences. No additional cost will be claimed on account of this.
- 4) As number of other Contractors of CIT, Kokrajhar shall be working along with you, you will provide full Co-operation & work in tandem with other Sub contractors.
- 5) You shall insure your persons and other resources at your cost. In case of accidents, injuries fatal to your men or equipment, CIT, Kokrajhar shall be indemnified.
- 6) In case you damage any of the CIT, Kokrajhar or any other agency's property or persons while execution of this contract you shall own full responsibility for the same and make good the loss.
- 7) You shall observe rules and regulations of CIT, Kokrajhar as well as all statutory laws including labour laws. You shall also maintain adequate records towards observance of the laws. CIT, Kokrajhar shall be indemnified in case of your default of nonobservance of any of the statutory laws.
- 8) You shall carry out the work yourself and not assign / sublet it to anyone without prior permission of CIT, Kokrajhar.
- 9) No idle charges will be paid for any reason what so ever.
- 10) Electricity and water shall be arranged by the vendor at his own cost. Nothing extra shall be paid on this account.
- 11) The rate defined is for the complete job inclusive of all materials, manpower, job workers' tools & tackles.
- 12) An authorized representative of the job work contractor shall be available full time at site to take the instructions from Engineer-in-Charge or his authorized representative.
- 13) The job work may be carried out in shifts and in such case nothing extra shall be paid on this account.
- 14) If at any point of time progress of job work is found unsatisfactory, CIT, Kokrajhar reserves the right to award the job work to another agency or to engage other agency/agencies to speed up the work.
- 15) The job work contractor shall arrange/prepare a sample of material/job work at his/its cost for approval on the direction of Engineer-in-charge (EIC) or his authorized representative. The decision of EIC regarding the acceptance or rejection of such sample shall be final and binding.

16) The job work contractor shall keep the job work place clean and will remove the unwanted materials etc. from his/its job work place and will dispose of the same as per the instructions of EIC or his authorized representative.

17) The job work contractor shall compensate for all the damage or loss occurred due to the negligence of his or his team, to any equipment's, machinery, building, structure etc belonging to the company or any other person, at the job work site.

18) The job work contractor shall ensure that the job workers engaged by him do not indulge in misconduct, misbehavior or any sort of violence at the job work place and residential area for labour provided by the company. In the event of any such incidents, the job work contractor shall take the prompt action against the concerned job workers as per the satisfaction of EIC or the company will be free to take an appropriate action against such job workers in the absence of appropriate action taken by the job work contractor.

19) You would strictly adhere to the delivery schedule/period, failing which penalty @ 1% per week subject to maximum penalty of 10% shall be levied to your account.

20) Temporary stoppage of job work by CIT, Kokrajhar due to force majeure or any other reason beyond the control CIT, Kokrajhar shall be abided by the contractor. No claims or compensation in this account shall be paid by the company. However, the completion/delivery period of job work contractor would be extended by such period.

Any dispute arising out of this contract would be referred to the sole arbitrator appointed by the Directors of CIT, Kokrajhar and award of the arbitrator shall be final and binding.

CENTRAL INSTITUTE OF TECHNOLOGY BALAGAON, KOKRAJHAR, BTC, ASSAM



LTE No. CITK/ELK/11KV Power Distribution/592/2025/3520

dated: 30/07/2026

Part - B: Price Bid

NAME OF WORK: Modification of Existing 11KV Power Distribution system near central canteen at CIT Campus.

LTE No. CITK/ELK/11KV Power Distribution/592/2025/3520

Date30/07/2026

BILL OF QUANTITY

Name of the works: Modification of Existing 11KV Power Distribution system near central canteen at CIT Campus.

A: ELECTRICAL WORKS						
Sl. No.	Description of item	Unit	Qty	Quoted Rate (Rs.)		Quoted Amount
				In figure	In words	
1	Design, fabrication & supply of floor-mounted compartmentalized dust and vermin proof power distribution panel board (L.T-3 ph, 415V, 630A) made of M.S. sheet (min 16 SWG), welded & powder coated (grey), for indoor & outdoor use. Includes MCCB 630A 4P (rotary handle), indicator, aluminum busbar etc.	Nos	01			
2	Earthing with G.I. earth pipe (4.5 m long, 40 mm dia) including accessories, masonry enclosure with cover plate, watering pipe, charcoal/coke and salt.	Nos	05			
3	Supply of PVC/XLPE insulated & PVC sheathed 1.1 KV grade aluminum conductor cable (armoured UG cable), as per IS 7908 (Part-1) 1988, approved make (Havells/RR/equivalent). (300 sq.mm, 3½ core).	Mtr	24			
4	Laying of one number PVC insulated & PVC sheathed XLPE power cable of 1.1 KV grade in ground including excavation, sand cushioning, protective covering, refilling trench etc.	Mtr	09			
5	Supplying & making end termination with brass compression gland and aluminum lugs for PVC/XLPE aluminum conductor cable (1.1 KV grade, 3½ × 300 sq.mm).	Nos	04			
6	Supply of PVC/XLPE insulated & PVC sheathed aluminum conductor armoured UG cable (IS 7908 Part-1, 1988), approved make (Havells/RR/equivalent). (400 sq.mm, single core).	Mtr	36			
7	Supplying and erection of 11 KV pin insulator complete with large steel head, G.I. pin, nuts, washers etc.	set	18			
8	Providing and fixing 25 mm × 5 mm G.I. strip on surface or recess for connection.	Mtr	20			
	Total Rs					

B: CIVIL WORKS							
SL. No.	Description of the Work	Unit		Qty	Quoted Rate (Rs.)		Quoted Amount
					In figure	In words	
1	Earth work in surface excavation not exceeding 30 cm in depth but exceeding 1.5 m in width as well as 10 sqm on plan including getting out and disposal of excavated earth up to 50 m and lift up to 1.5 m, as directed by Engineer-in-Charge. All kinds of soil.						
	Post	cum		1.35	NA	NA	
	Tie beam	cum		0.72	NA	NA	
	Base	cum		1.152	NA	NA	
Total=				3.222			
2	Dry brick on edge flooring in required pattern with bricks of class designation 7.5 on a bed of 12 mm mud mortar, including filling joints with local sand with common burnt clay non-modular bricks.						
	Post	sqm		1.8	NA	NA	
	Tie beam	sqm		9.6	NA	NA	
	Slab	sqm		4	NA	NA	
	Base	sqm		3.84	NA	NA	
Total=				19.24			
3	Providing and laying in position cement concrete of specified grade excluding the cost of centring and shuttering – All work up to plinth level: 1:3:6 (1 Cement: 3 coarse sands: 6 graded stone aggregate 20						

	mm nominal size derived from natural sources).						
	Post	cum		0.169	NA	NA	
	Tie beam			0.72	NA	NA	
	Slab	sqm		0.4	NA	NA	
	Base			0.384	NA	NA	
Total=				1.673			
4	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete up to plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more.						
	Post	Kg		7.583			
	Tie beam	kg		28.48			
	Zali for Slab	kg		60.8			
	Binding			0			
	Post	Kg		0.792			
	Tie beam	Kg		0.231			
Total=				97.89			
5	Columns, Pillars, Piers, Abutments, Posts and Struts.						
	Post	Sq m		7.668	NA	NA	
	Tie beam	Sq m		3.6	NA	NA	
	Slab	sqm		1.2	NA	NA	
Total=				12.47			
6	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of cantering, shuttering, finishing and reinforcement – All work up to plinth level: 1:2:4 (1 cement : 2 coarse sand						

[illegible]

SUMMARY OF THE QUOTED AMOUNT

A: ELECTRICAL WORKS: __RS_____

B: CIVIL WORKS: _____RS_____

Grand Total (A + B): _____RS_____

(In Words): _____

Signature of the Bidder