



# DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: [contact@dhu.edu.in](mailto:contact@dhu.edu.in) Website: [www.dhu.edu.in](http://www.dhu.edu.in)

Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/RGR/GEN/2026/08/231

Date: August 29, 2026

| NOTICE INVITING QUOTATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Darjeeling Hills University invites sealed quotation from resourceful and bonafide contractors for the following work                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | N.I.Q. No:                                                                 | DHU/RGR/GEN/2026/08/231 dated 29.08.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Name of the work:                                                          | Supply of lights, wiring and electrical components, and fitting, installation and connections of inverters with battery, for the first floor of Darjeeling Hills University's ITI Campus, Bhasmey, Mungpoo.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Estimated Cost put to Tender:                                              | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Earnest Money:                                                             | A sum of 2% of the quoted amount in the form of demand draft in favour of Darjeeling Hills University payable at Darjeeling is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is ducted by the University from the running bills. EMD is not exempted in any case.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Time of completion:                                                        | 5 (five) working days from the issue of work order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Eligibility Criteria and Documents to be submitted along with Application. | <p>Valid trade License , GST, PAN and credential certificate for satisfactory completion of similar nature of job amounting 75 % of the estimated value in a single tender in the last three (3) financial years in Government /Government Undertaking or Darjeeling Hills University. Original documents may be asked for verification of technical checking on the date of issuing tender paper. Failing to produce original documents, the tender will be rejected. The participant bidder must submit the following documents in a sealed envelope in the tender box kept at the Office of the Registrar at ITI Campus, Darjeeling Hills University, Mungpoo, District Darjeeling — 734313 at the last date of submission of the tender.</p> <ol style="list-style-type: none"><li>1. NIQ documents duly filled and signed by the intending bidder.</li><li>2. Bank Draft for EMD in favour of Darjeeling Hills University..</li><li>3. Self-attested copy of Valid trade License , GST &amp; PAN and credentials for satisfactory completion certificate of similar nature of jobs under Government, Government Undertaking and Universities etc. within the last three years.</li><li>4. Application through postal service or courier service is not accepted.</li></ol> |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date of receipt of application for tender                                  | On 29.08.2026 (from 10 AM to 4:30 AM). Must contain above mentioned documents. Any other date for application will not be entertained. Without permission of the Registrar, tender will be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Last date of issue of tender papers                                        | To be downloaded from the website <a href="http://www.dhu.edu.in">www.dhu.edu.in</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Last date and time of tender submission                                    | Duly filled and signed tender/quotation to be submitted on 05.09.2026 from 10:00 AM to 2:00 PM to the Office of the Registrar, Darjeeling Hills University..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Date and Time of Tender Opening                                            | On 05.09.2026 at 3.00 PM or later, at the Office of the Registrar, Darjeeling Hills University. Intending bidders are requested to be present at the time of opening tenders/quotations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>N.B: (i) N.I.T /NIQ no, Name of work, name of the bidder and the date of opening tender/quotation should be written on the sealed envelope, failing which the tender/quotation will not be opened and thus cancelled. (ii) The undersigned reserves the right to reject any or all tenders/quotations without assigning any reason whatsoever.</p> <div><br/>Registrar (Additional Charge), Darjeeling Hills University</div> |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



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NIQ Number: DHU/RGR/GEN/2026/08/231

Date: August 29, 2026

Name of Work: Supply of lights, wiring and electrical components, and fitting, installation and connections of inverters with battery, for the first floor of Darjeeling Hills University's ITI Campus, Bhasmey, Mungpoo.

Estimated cost put to Tender:- Nil

|                                             |                       |
|---------------------------------------------|-----------------------|
| Agency Name                                 |                       |
| Address of Agency                           |                       |
| Rate quoted by Agency in figure and words   | Figure:<br><br>Words: |
| Signature of the Agency with date and stamp |                       |



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## ITEM RATE CONTRACT GENERAL TERMS AND CONDITION

1. Eligible Tenders will have to download the tender papers from the website & submit the filled tender papers signed with seal and date at every page along with copy of Valid Trade license, GST, PAN and credentials for satisfactory completion of similar nature of job amounting to at least seventy five percent of the job value in a single tender from any Government, Government undertaking or higher educational institutions in the last three financial year in sealed envelope at the Office of the undersigned within the specified time mentioned in the NIT/NIQ which will be opened by the undersigned or by his representative within **the specified time and date mentioned in the NIT/NIQ. The tenderer must write the name of the work, NIT/NIQ no., the date of opening and name of the bidder on the envelope failing which the tender will not be opened, and thus, will be treated as cancelled.**
2. Interested bidders may visit the University campus to estimate the volume and nature of work related to fitting and installation of lights and electrical sockets.
3. The rate should be quoted after inspection of the site and inclusive of all incidental charges i.e. freight, insurances, labour insurances, handling charges, necessary government taxes, duties etc as well as the water, electricity charges which are to be paid as per rules.
4. The contractor shall be responsible to ensure compliance with the provision of *Minimum Wages Act, 1948* as modified up to date, or other relevant legislations, and the rules made in respect of any employees, employed by the contractor directly or through the petty or subcontractor for the purpose of carrying this contract. The contractor shall be responsible for any damage, injury or loss caused by the work or workmen to any person, animal or material during the progress of work.
5. Liquidated damage will be charged to the contractor if they fail to complete the work within the stipulated time, 0.01% per day to a maximum limit of 10 % of the contract value.
6. The allotted time for completion of the work as specified in the NIT/NIQ from the date of receipt of work order. Time is the essence of this contract. Normally no time extension will be granted. In case of prayer for extension of time the University authority has the full right reserved to grant it or discard it.
7. (a) If the successful contractor's bid rate is 80% or less than the estimated amount put to tender the contractor will have to submit a **Bank Guarantee amounting to 10% of the Tendered amount before issue of Work order** failing which the EMD will be forfeited and the agency may be blacklisted. The Bank Guarantee should be valid till the end of the contract period and shall be renewed accordingly if required. This bank Guarantee is an Additional Performance Security .So provision of deducting Security deposit from bills will hold goods per relevant clause of the contract. The bank guarantee shall be returned immediately on successful completion of contract.  
(b) The University authority will retain a sum amounting to **10% of the bill** of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.
8. A sum of 2% of the quoted amount in the form of demand draft in favour of Darjeeling Hills University payable at Darjeeling is to be attached with the Tender as earnest money failing which the tender will be treated as cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit is ducted by the University from the running bills. EMD is not exempted in any case. The earnest money will be returned to unsuccessful bidders on application after issue of work order & for successful bidder the EMD will be returned on application after an equal amount of security deposit is deducted from the running bills.



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Amount: Rs. \_\_\_\_\_

Demand Draft Number: \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / 202 \_\_\_\_

Name of Issuing Bank & Branch: \_\_\_\_\_

9. Work is to be carried out as per specification laid in the B.O.Q or PWD specification as per instruction of the University Registrar or their representative.
10. The materials brought to site for execution of the work should by no means be taken out of site without the permission of the University Registrar.
11. The rates must be quoted in words in figure otherwise the tender will be cancelled.
12. The University will not be bound to accept the lowest bidder.
13. The University will not supply any materials to the contractor.
14. The contractor will work under the strict supervision of the University Registrar or their representative. The estimate given along with the tender are provisional payment will be made on the actual work done jointly measured by the University Registrar or their representative & the contractor or their representative. The contractor will have to submit a bill in printed format in duplicate.
15. The contractor will have to take necessary instruction from the University Registrar or their representative regarding the execution of work.
16. Defect liability Period: The defect & liability period will be for a period of manufacturer guarantee from the date of completion of the job. Any defects pointed out during this period has to be mend good by the agency at their own cost failing which the retention money will be forfeited.
17. Bidders/Tenderers are allowed to visit the University premises during the period of the tender for any queries.

Sd/-  
Registrar (Additional Charge)  
Darjeeling Hills University

|                                                |  |
|------------------------------------------------|--|
| Agency Name                                    |  |
| Address of Agency                              |  |
| Signature of the Agency<br>with date and stamp |  |



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NIQ Number: DHU/RGR/GEN/2026/08/231

Date: August 29, 2026

BCQ for supply of lights, wiring and electrical components, and fitting, installation and connections of inverters with battery, for the first floor of Darjeeling Hills University's ITI Campus, Bhasmey, Mungpoo, District Darjeeling, West Bengal—734313

| No.                         | Description of Work                                                                                                        | Quantity | Basic Price (₹) | Tax (₹) | Total Amount (₹) |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|----------|-----------------|---------|------------------|
| 1                           | Installation & commissioning of the above inverter & batteries along with necessary connections to the system with testing | 1        |                 |         |                  |
| 2                           | Supply, fitting and installation of wires, sockets and lights                                                              | 1        |                 |         |                  |
| Total Amount including GST: |                                                                                                                            |          |                 |         |                  |

Quoted rate in figure and words:

Figure: ₹ \_\_\_\_\_

Words: Rupees \_\_\_\_\_

Signature of the contractor with date and stamp: