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**NORTH EASTERN ELECTRIC POWER CORPORATION LTD
(A GOVT. OF INDIA ENTERPRISE)**

CIN U40101ML1976GOI001658

OFFICE OF THE EXECUTIVE DIRECTOR (IT)

**BROOKLAND COMPOUND::LOWER NEW COLONY
SHILLONG-793003, MEGHALAYA**

Website: <http://www.neepco.co.in>, E mail: itshillong@neepco.co.in



DETAILED NOTICE INVITING BID

(Domestic Competitive Bidding)

NIB No 10 Dated 26.04.2018

The North Eastern Electric Power Corporation Limited (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India invites Single-Stage Two Envelope Bids through online bidding system from eligible bidders for Maintenance Contract of Video Conferencing System for a period of 2 (two) years as detailed below.

Particulars	Value of Earnest Money (EMD)	Bid validity	Cost of Bid Document (Bid Fee)
Maintenance Contract of Video Conferencing System for a period of 2 (two) years.	INR 1,45,000.00 (Rupees one lakh forty five thousand) Only	150 (One Hundred fifty) days	INR 2000.00 (Rupees two thousand) only

1. Technical Qualifying Requirements:

- (i) The bidder should be an Original Equipment Manufacturer (OEM) or Authorized System Integrator/ Partner of the OEM, Polycom who must have successfully executed *similar works* in either of the following in any State/Central Government Department or any State/Central Public Sector Undertaking or any State/Central Public Sector Banks/Financial Institutes or any Government Institutions/Universities in India **during last 7 (seven) years** ending last day of the month previous to the one in which the NIB is floated.

One Completed or On-going similar work costing not less than 58 lakhs

OR

Two Completed or On-going Similar Works each costing not less than 36 lakhs

OR

Three Completed or On-going Similar Works each costing less than 29 lakhs



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Similar works

mean providing maintenance service to **Polycom** equipment similar in nature to equipment mentioned at Clause 6 below.

The bidder should furnish copies of detailed orders and also satisfactory performance certificates from customers which should indicate the date of award of the work and also indicate that the work is being executed to the satisfaction of the customer.

- (ii) In case of the bidder being an Authorized System Integrator/ Partner of the OEM(s), the Bidder should submit Authorization Letter(s) from OEM (s) addressed to NEEPCO mentioning the tender number in the prescribed form-G provided in Section-VI.
- (iii) Bidder should have a full-fledged Authorized Service Set-up/Service Centre(s) in India. Details of such Authorized Service Set-up/ Service Centre(s) indicating complete address and contact details shall have to be furnished as per prescribed form-H provided in Section-VI. In case service is rendered through Authorized Partner, the bidder shall furnish a certificate indicating the same and the place of Service set-up/Service Centre(s) of the partner.
- (iv) The bidder should not have been blacklisted by any Government/Government agency in India. Self-declaration to that effect should be submitted along with the bid.

2. Financial Qualifying Requirement

(i) Minimum Average Annual Turnover (MAAT)

MAAT in the best 3(three) financial years out of the last 5(five) financial years, ending 31st March of the previous financial year, should not be less than **INR 54,56,176.00**.

(ii) Liquid Asset:

The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than **INR 7,57,802.00**.

The Certificate of Banker regarding the availability of unutilized credit facilities (Fund Based and non-fund based) shall not be dated earlier than 30 (thirty) days prior to the date of opening of bids.

Liquid Asset = Current Asset – (Inventory + Pre-Paid expenses)

(iii) Net Worth:

The Net worth of the bidder as on last day of the preceding financial year, ending 31st March of the previous financial year shall not be less than 50% of the Paid up Share capital.

The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) Expenses not written off (b) Loss in Profit & Loss Account if not reduced from Reserves.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st



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March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will be also be considered acceptable.

(iv) Bid Capacity:

The available Bid Capacity of the Bidder at the time of submission of Bid, calculated as under should not be less than the estimated cost of the work put to tender:

$$\text{Bid Capacity} = A \times N \times 2 - B$$

Where,

A = Maximum value of works executed in any one year during last 7 (seven) years (at current price level).

N = Completion time of the proposed work in years.

B = Value at current price level of existing commitments and on-going works (as on the latest date for bid submission) to be completed in next "N" years.

Bid capacity shall be assessed at the time of submission of Techno Commercial Bid, for which the Bidder shall have to submit documentary evidence in support of "A" & "B" above along with their Bid. Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will also be considered acceptable.

- (v) Copies of Audited Balance Sheet & Profit and Loss account for the last 3(three) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency shall be furnished along with latest and valid GST Registration Certificate, PAN etc.
- (vi) Interested bidders who fulfill the qualifying requirements as mentioned at Sl. No. 1 and Sl. No. 2 above, may download the bid document from <https://neepco.abcprocure.com> on registration in the e-portal and submission of bid fee as given under Clause 3 below.

3. Participation in Bids:

3.1 Portal Registration for e-Tendering:

The bidders intending to participate in the e-tendering and to download the detailed bid document have to register themselves in the NEEPCO's e-tendering portal <https://neepco.abcprocure.com> . The registration shall be valid for one year from the date of registration.



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The Bidders who have already registered in NEEPCO's e-tendering portal having valid registration need not to register again. However, such bidders are to ensure that their registration in the e-tendering system is valid till the completion of the entire bidding process of the relevant NIB.

3.2 Portal registration fee:

The fees for Bidder Registration in the portal is **INR 3000.00 (Rupees three thousand) only per year** (Non-refundable).

3.3 The procedures for registration in the e-tendering portal are as under.

Step-1: Visit the e-tendering portal <https://neepco.abcpurchase.com>

Step-2: Click on new bidder registration and submit the online Form for company /bidder details required.

Already registered bidder having a valid registration may directly log-in to the e-tendering portal.

The registration fees shall be paid through SB-COLLECT of State Bank of India. Following steps shall be followed for the payment and subsequent action for new registration:

Step-3: The bidder shall visit url / web page <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> on any internet browser.

Step-4: State Bank Collect page will appear.

Select "ALL India" for "State of Corporate/Institution" irrespective of location of the sites /projects / plants/ establishments where tenders are invited.

Select "PSU" for "Type of Corporate/Institution"

Click "GO"

Step-5: In the new screen, select PSU Name as "North Eastern Electric Power Corporation Limited" and Submit.

Step-6: In the new screen, select Payment Category as "SHILLONG- PARTIES".

Step-7: New Screen will appear, here the bidder has to fill all the required information for the payment as under:

i) Under Name of Payer: The Bidder is to fill up his Name and Address.

ii) Under Short Details of Payment: The Bidder shall indicate "Registration Fees".

iii) Under Type of PAYER: The Bidder is to select VENDOR OR CONSULTANT whichever is applicable.

iv) Under CIN in case the Payer is a company: The bidder is to fill up his CIN in case of a company, otherwise may be kept blank.

v) Under Payment amount: The bidder is to fill up the amount i.e. INR 3000.



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vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required.

vii) Fill Captcha.

viii) Then Submit.

Step-8: In the new screen, check the details and click “CONFIRM”, if correct.

Step-9: The Multi Option Payment System will be available for making the payment.

The Bidder may select option as per convenience and make the payment.

Step-10: After successful payment, the system will generate receipt.

The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).

This system generated receipt shall be downloaded and sent to the Contracts & Procurement Department, NEEPCO, Shillong at e-mail ID: contract_neepco@yahoo.com to advise the service provider for approval of the Bidders' registration. However, in respect of EMD the bidder shall upload the duly signed scan copy of the receipt with the Technical Bid and the duly signed hard copy of the receipt to be submitted, as proof of payment of EMD as mentioned at Sub Clause i) of Clause No. 7.5 under SECTION II (ITB) of this NIB.

Bidders may also contact **Sri N. Kithan, Manager (C), C&P Department**, NEEPCO, Shillong, **Mobile No. +91-9436306773**, to get confirmation regarding receipt of bidder registration fee.

Step-11: The bidder has to map the digital certificate (Class-II or Class-III Signing & Encryption Certificate) with his login-id as per the name of the registered company for approval process. For registration and Digital Certificate, the bidders may contact the Service Provider at:

Mr Himalaya Vaishnav

e-Procurement Technologies Ltd., Ahmedabad

Phone No. +91-7940016866/38/21/18

Mobile No. +91-9099090830

E-mail: info@abcprocure.com

However, bidders are free to obtain Digital Signature Certificate from any other certification agencies appointed by the Controller of Certification Agencies (CCA) under the provision of IT Act, 2000.

Step-12: On approval of the bidder in the system, e-mail will be sent by the Service Provider to the Company/Bidder regarding their bidder profile activation.

The registration is valid for one year once bidder profile is activated.



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All the bidders are requested to get themselves registered well in advance and no extra time will be considered for submission of bids for the delay in on-line Vendor Registration, if any.

3.4 Bid Fee & EMD

Bidders shall have to pay BID FEES (non-refundable) of INR 2000.00 (Rupees two thousand) for participation in this instant NIB. Also, if the bidder desires to submit their **EMD** through “**SBI COLLECT**” the same is applicable.

The Bid Fees/EMD shall be paid through SB-COLLECT of State Bank of India. For making payment through SB-COLLECT, the bidder shall follow the **Steps 3 to 9** above as indicated for payment of registration fees.

However, at Step-7 (ii) against Short Details of Payment, the Bidder shall have to give the details as: “BID FEES for NIB no.....” or in case of EMD payment, the Bidder shall indicate “EMD for NIB No. XXX dated DD/MM/YYYY”

After successful payment, the system will generate receipt. The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). The receipt so generated/downloaded shall be uploaded while submitting bid as per Bid Conditions.

For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating the NIB No and their queries to the tendering authority at e-mail id: itshillong@neepco.co.in. Bidder may contact in regard to this NIB at 0364-2504026.

For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc, bidders may contact: -

e-Procurement Technologies Ltd

A - 201, Wall Street – 2,

Opposite Orient Club,

Near Gujarat College / Ellis bridge,

Ahmedabad - 380006. Gujarat, India

Tel: +91-79-4027 0564 / 555 / 563 / 507 / 548

Fax: 079 40016 876

Support Help-Desk No. at NEEPCO, Shillong:

Tel: 0364 – 2507270 / 9265562825

Mail: support.neepco@eptl.in / support@abcprocure.com



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4. Submission and opening of Bids

4.1 Bidders shall prepare and submit their bids in the electronic form at <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website.

4.2 Bidders may view the tender opening results of techno-commercial and price bids at <https://neepco.abcprocure.com> by marking their presence for online tender opening.

5. Bidding Procedure:

5.1 The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:

5.1.1 Envelope No. 1: Techno-Commercial Bid.

5.1.2 Envelope No. 2: Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

6. Equipment details with Location:

Sl No	Item Description	Qty	Location
1	Polycom RMX 2000	1	Shillong
2	Polycom HDX 6000	12	Kimi, Tenga, Bichom, Doimukh, Sopo, Jampa, Hoz, AGTP (Agartala), TGBP (Monarchawk), Tuirial, Kopili Power House, Khandong Power House.
3	Polycom HDX 7000	3	Shillong, Guwahati, New Delhi
4	Polycom RSS 4000	1	Shillong
5	Polycom HDX 4002	1	Kopili Admin, Umrongso
6	Sony IPELA IP Camera	12	1 No. each in Bichom, Jampa, Tenga, 2 Nos. each in Kimi, Sopo 3 Nos. in Tuirial, 2 Spare in Shillong
7	High Mast	12	Tuirial, Kimi, Tenga, Bichom, Sopo, Jampa, TGBP (Monarchawk), AGTP (Agartala),
8	DS System, Orion, 6 KVA redundant UPS with 4 Hours backup	14	Guwahati, Delhi, Tenga, Bichom, Doimukh, Sopo, Jampa, Hoz, Kimi AGTP (Agartala), TGBP (Monarchawk), Tuirial, Kopili Power House, Khandong Power House
9	DS System, Orion, 10 KVA redundant UPS 60 Minutes backup	1	Shillong
10	Polycom HDX 4000	4	Shillong



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11	KRAMER Ceiling speakers	6	Shillong
12	KRAMER Stereo Power Amplifier	1	Shillong
13	CROWN Mini Boundary Microphones	6	Shillong
14	KRAMER Audio mixers	1	Shillong
15	Samsung 46" LCD displays	16	Guwahati, Delhi (2 Nos.), Tenga, Bichom, Doimukh, Sopo, Jampa, Hoz, Kimi AGTP (Agartala), TGBP (Monarchawk), Tuirial, Kopili Power House, Khandong Power House, 1 No Spare
16	Qumo hite vision Interactive LCD Panel	1	Shillong
17	KRAMER Matrix switcher	1	Shillong
18	Cables and Connectors	LS	
19	Cable Cubby	1	Shillong
20	Vaddio Quick connect,HD-18 Document camera Ceiling Mounted	1	Guwahati
21	Lutron Lighting control system	1	Shillong
22	AMX Touch control system	1	Shillong
23	VALRACK Network Rack	1	Shillong
24	Carrier Air-Conditioning of the VC room with 2Tr Cassette Type AC unit	2	Shillong
25	Carrier Air-Conditioning of the VC room with 1Tr Ductable split type AC unit	1	Shillong
26	Polycom VBP 7301	1	Shillong
27	HP Procurve Switch	21	1 No. each in Shillong, Tenga, 2 Nos. each in Bichom, Sopo, Jampa, AGTP (Agartala),KHEP 3 Nos. each in Kimi, TGBP (Monarchak), Tuirial
28	Alvarion/Cambium Radio devices	5 Pair	1 pair each in Kimi, Tenga, TGBP (Monarchak), 2 pair in Tuirial

7. Important information and dates:

Start date and time for downloading of bid document:	11.00 Hrs (IST) of 27.04.2018
Last date & time of downloading of bid document:	11.00 Hrs (IST) of 23.05.2018
Last date & time for receipt of online bids:	12.00 Hrs (IST) of 24.05.2018
Date & time of online opening of bids	14.00 Hrs(IST) of 24.05.2018

8. In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the bids shall be submitted as per stipulated time and date, however, the date of opening of bids will be on the following working day at the appointed times.



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9. Condition for Micro & Small Enterprises (MSEs)

9.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format given in the Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:

- District Industries Centers
- Khadi and Village Industries Commission
- Khadi and Village Industries Board
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

9.2 The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs must submit the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall furnish necessary documentary evidence to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:

- a) In case of proprietary MSE, proprietor(s) shall be SC /ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

9.3 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.

9.4 The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

9.5 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).**

10. NEEPCO reserves the right to extend the last date and time for submission of Bid.

11. Bidders are requested to visit <https://neepco.abcprocure.com> and <http://www.neepco.co.in> regularly for any corrigendum / modification / clarification of the bid document.



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12. Submission of bids shall not automatically construe qualification for evaluation. The Owner reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for such action on the part of the Owner.

Sd/-
Dy. General Manager (IT)
NEEPCO Ltd., Shillong