



ISO 9001-14001  
OHSAS 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
*North Eastern Electric Power Corporation Limited*  
(भारत सरकार का उद्यम) / ( Government of India Enterprise )  
135 मे.वा. अगरतला गैस टरबाइन कंबाइंड साइकिल पावर प्लांट  
*135 MW Agartala Gas Turbine Combined Cycle Power Plant*  
अनुबंध एवं खरीद: प्रचालन स्कंध/Contract & Procurement /Operation Wing  
रामचन्द्र नगर, त्रिपुरा (प) / Ramchandra Nagar, Tripura (W) - 799008



**NOTICE INVITING TENDER( E-TENDER )**

**e-NIT No. 18 /NEEPCO /AGTCCPP /C&P /2018-19 Dated 19.06.2018**

Online Sealed bids (Single-Stage Two-Envelope) with 120 (One Hundred Twenty) days validity are invited from Government Supplier/ Retailer/ Stationary supplier for the supply & delivery of "various office stationeries" for day to day use in NEEPCO, AGTCCPP, Ramchandranagar, Agartala- 799008". Detailed Tender Document containing Terms and Conditions for Bidding including Qualifying Requirement can be down loaded from NEEPCO's online portal <https://neepco.abcpurchase.com>.

**Estimated Value : ₹ 7,36,000/- ( Rupees Seven Lakhs Thirty Six Thousand)**

**BIDDING PROGRAMME**

**Participations & Submission of Tenders:**

- a) **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.abcpurchase.com>. The registration once registered shall be valid for one year from the date of activation of profile.

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 is valid till the completion of the entire bidding process of the relevant NIT.

- b) **Portal Registration Fee:** The fees for Bidder Registration in the portal is ₹ 3000.00 ( Rupees Three Thousand ) only per year (Non Refundable).
- c) **The procedure/ steps to be followed for payment of registration fees by SB-COLLECT of State Bank of India :**

**Step 1 :** The bidder shall visit url/ web page <https://www.sbyonline.com/prelogin/institutiontypedisplay.htm> on any internet browser.

**Step 2 :** 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 3 :** In the new screen, select PSU Name as " **North Eastern Electric Power Corporation Limited** " and submit.

**Step 4 :** In the new screen, select Payment Category as " **SHILLONG-PARTIES** ".

**Step 5 :** New screen will appear. Here, the bidder has to fill all the required information for the payment as under :

- Under **Name of Payer** : The bidder is to fill up his Name and Address.
- Under **Short Details of Payment** : The bidder shall indicate **Registration Fees**.
- Under **Type of Payer** : The bidder is to select **VENDOR** or **CONSULTANT** whichever is applicable.
- Under **CIN in case the Payer is a company** : The bidder is to fill up his CIN in case of a company, otherwise may kept blank.
- Under **Payment Amount** : The bidder is to fill up the amount, i.e. 3000.
- Subsequent information for Name, Date of Birth/ Incorporation, Mobile Numbers are to be filled as required.
- Fill Captcha.
- Then submit.

**Step 6 :** In the new screen, check the details and click " **CONFIRM** ", if correct.

**Step 7 :** The **Multi Option Payment System** will be available for making the payment.  
The bidder may select option as per convenient and make the payment.

**Step 8 :** After successful payment, the system will generate receipt.

The receipt may also be generated from Reports - i.e. SB Collect ( Request Report/ Download Report ). This system generated receipt shall be downloaded and send it to the Contract & Procurement Department, NEEPCO, Shillong at e-mail ID : [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com) to advice the service provider for approval of the bidders registration. Bidders may also contact Sri N. Kithan, Manager(C), C&P Department, NEEPCO, Shilling Mobile No:+91-9436306773, to get confirmation regarding receipt of bidder registration fee.

**Step 9 :** The vendor 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](mailto: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 10 :** On approval of the bidder in the system, e-mail will be sent by the Service provider to the Company/Bidder regarding their vendor profile activation.

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

- d) For any clarification related to terms and conditions of Bid Documents, bidders are requested to forward e-mail clearly stating their queries at e-mail id : [agttp.onm@gmail.com](mailto:agttp.onm@gmail.com).
- e) For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc., bidders are requested to forward e-mail stating their queries at e-mail id : [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com), [contract@neepco.co.in](mailto:contract@neepco.co.in)

Bidders may also contract e-procurement Technologies Ltd.(Service Provider) having the following contact details:

e-Procurement Technologies Ltd.  
A-201-208, Wall Street-II/Opp.Orient Club  
Nr. Gujarat College/Ellisbridge,  
Ahmedabad-380015  
Gujarat, India  
Tel : +91-79-40016802-77 Cell : +91-9374519754 / 9377988119 E-mail ID : [Support@abcprocure.com](mailto:Support@abcprocure.com)

- f) 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 online vendor registration, if any.
- g) **Submission and opening of Bids:** Bidders shall prepare and submit their bids online in e-tendering portal <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.  
Bidders may view the tender opening results of techno-commercial and price bids in <https://neepco.abcprocure.com> by marking their presence for online tender opening.
- h) **Reverse Auction** : NEEPCO reserves the right to go for Reverse Auction process to finalize the tender or may finalize the tender without Reverse Auction, if required. However, the decision to conduct Reverse Auction or not will be conveyed to the short-listed bidders after opening of the bid.
- i) **Important Dates & Bid Validity** :

- (1) Date of commencement of downloading of bid documents from the portal <https://neepco.abcprocure.com> : w.e.f 21:00 Hrs of 19/06/2018.
- (2) End date & time for downloading of bid document : 10:00 Hrs of 17/07/2018.
- (3) Last date & time for receipt of bids online: 13:00 Hrs of 17/07/2018.
- (4) Date & time for opening of bids online: 15:00 Hrs of 17/07/2018.
- (5) Bid validity : 120 (One Hundred Twenty) days from the date of opening of bids.

In case 17/07/2018 is a holiday, the bid shall be opened on the next working day at the appointed times. Quotations received through any Off-Line Mode shall not be considered.

- j) Bidders are requested to visit e-tendering portal <https://neepco.abcprocure.com>, NEEPCO website <http://www.neepco.co.in> and CPP portal <http://www.eprocure.gov.in> regularly for any modification/ clarification of bid document.
- k) Bidders are requested to adhere to the following :

- (1) Obtain individual Organization Digital Signature Certificate ( DSC or DC ) well in advance of tender submission deadline on Electronic Tendering System ( ETS ).

- (2) Register your organization on ETS well in advance to comply with the stipulated tender timeline.
  - (3) Get your organization's concerned executives trained on ETS well in advance to comply with the stipulated tender timeline.
  - (4) There could be last minute problems due to internet timeout, breakdown etc. Accordingly, the bidders are requested to submit the bid through online e-tendering system well before the bid submission end date and time as per Server System Clock. The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- l) **Earnest Money:** An amount of ₹ 14700/- ( Rupees Fourteen Thousand Seven Hundred) only to be submitted along with the offer in the form of Demand Draft Drawn in favour of ' North Eastern Electric Power Corporation Ltd. ' and payable at ' Agartala ' from any Nationalized / Scheduled Bank, failing which their bid shall not be considered. The EMD should reach the office of the undersigned on or before the date of opening of the tender.

If a bidder withdraws the tender while it is under consideration or, after placement of order, the bid security /EMD shall be forfeited along with other action as the Corporation deems fit. The EMD of all unsuccessful bidders shall be returned only after placement of order with the successful bidder.

- m) **Tender fees/ Bid Document Fee:** A non-refundable Tender Fee of ₹ 500/= (Rupees Five Hundred) only shall be submitted in addition to the EMD by the prospective bidders in the form of Demand Draft Drawn in favour of 'North Eastern Electric Power Corporation Ltd.' and payable at ' Agartala ' from any Nationalized / Scheduled Bank, failing which their bid shall not be considered. The Tender Fee should reach the office of the undersigned on or before the date of opening of the tender.

**Address of the undersigned :** Sr. Manager(E/M), C&P,  
AGTCCPP, NEEPCO Ltd.,  
R.C. Nagar, Agartala - 799008, Tripura(W).

- n) **Evaluation of Tender:** The online tender shall be opened on above mentioned date. Tenderers' authorized representative shall be permitted to attend the tender opening only on submission of authorization letter. Purchaser will examine the Tender document to determine whether they fulfilled the qualifying requirement, whether they are complete and meet the requirements of this Tender specification. Tender submitted without fulfilling the qualification criteria shall be rejected.

#### **INSTRUCTION TO BIDDER**

The intending bidders who fulfill the eligibility / qualifying criteria as given below should participate in the on-line Bidding process. Fulfillment of criteria as mentioned is essential, as non-compliance will lead to rejection of the Bid, without any further communication.

**Qualifying Criteria:** The bidders must fulfill the following qualifying criteria :

1. The Tenders of the bidders must accompany tender fee and EMD. Without Tender Fee and EMD of requisite amount, the tenders will be rejected.
2. The bidders shall have supplied similar type of items in any Govt. of India organization/State Govt. organization /PSU/ reputed private organization during last 7years. Documentary evidence to that effect shall be submitted.
  - a) Three supplies of similar items of 40% of offered price.  
OR
  - b) Two supply of similar items not less than 50% of offered price.  
OR
  - c) One supply of similar items not less than 80% of the offered price
3. Copy of Bidders PAN Card, GST registration, Valid Manufacturer's License in case of manufacturers directly participating in the tender or Valid authorized Dealership Certificate/ certificate of Authorized Agent in case of dealers/authorized agent participating in the tender should be submitted along with their bids.

#### **GENERAL TERMS & CONDITIONS:**

**(All prospective Bidders are requested to go through these instructions carefully)**

The rate quoted against this NIT **should be submitted online**. The general Terms and Conditions are:

1. **Scope** : The scope of this supply includes packing, forwarding, supply, transit insurance, transportation and delivery of the materials up to AGTCCPP, NEEPCO Ltd. , Ramchandranagar, Agartala - 799008.
2. **Delivery & Delivery point** : All the materials shall have to be delivered in a phased manner which would be valid for a period of one year. The consignee would give a despatch clearance for the quantity required and accordingly the same shall have to be delivered based on the dispatch clearance. Materials shall then be delivered within 30 days to the address of the consignee.

3. **Taxes** : Tax component shall be guided by the new tax regime in force from 1st July'17. Hence, the bidders shall fully make themselves aware of the applicable taxes & duties for supply of goods at Tripura & shall quote total FOR destination prices showing break-up of basic price, applicable taxes & duties, freight & insurance charges.
4. **Submission of Bid**: Bidders shall prepare and submit their bids in the electronic form in <https://neepco.abcpurchase.com>. The online bidding forms will be available in the website. Submission of online bids is mandatory for consideration of bids by NEEPCO.
5. **Liquidity Damage**: In case of delay in execution of the work,  $\frac{1}{2}$  % (Half percent) of the value of the work shall be recovered from the bill per week of delay subject to maximum of 10% (Ten percent) of the value of the work.
6. **Force Majeure Condition**: The above clause of liquidated damage shall not be applicable in case of force majeure condition such as Flood, war, civil unrest, natural calamities or acts of God on which the bidder does not have any control.
7. **Warranty / Guarantee**: Since the items is a consumable item, no warranty clause is applicable. However, if the material is found substandard/ defective during delivery, the same is liable for rejection and shall have to be replaced with no additional cost to the corporation.
8. **Exemption** : If the bidder is eligible for any kind of exemption/concession from state Govt. /Central Govt. the bidder shall furnish documentary evidence to consider the same
9. Deviations, if any from the tender requirements must be reflected in a separate sheet for our evaluation and approval.
10. **Payment terms** : 100% payment shall be released on receipt of the materials in full and in good condition at our site and submission of the (i) Copy of invoice in triplicate & (iii) Bank details for RTGS/NEFT transfer.
11. **Special Condition**:
  - i. The tenderer may ask for sample items on returnable basis for finalization of the tender as per the details of the items listed.
  - ii. Printable papers shall be as per sample uploaded.
12. Bidders shall submit their bids online in electronic form in <https://neepco.abcpurchase.com>. Online bidding forms are available in above website. Manual offline Bids shall not be accepted. However, the document submitted by the bidder must be signed and sealed at each page by the bidder with signature before scanning and uploading.

The bidders are requested to note that participation in the bid shall be taken as acceptance of the terms & conditions as stated above. Bidders are requested to visit the website (<https://neepco.abcpurchase.com>) for any future change/ modification/ corrigendum/addendum to this tender. The Corporation reserves the right to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and is not bound to accept the lowest offer.

For & on behalf of North Eastern Electric Power Corporation Ltd.



[ SURANJANA SARKAR ]  
Sr. Manager(E/M), C&P  
AGTCCPP, NEEPCO Ltd.

## LIST OF OFFICE STATIONARY

Sl. No.	Description of Item	Unit	Quantity
1	Add Gel Pen (Add Gel)	Each	417
2	Alpin (King)	Box	70
3	Arch File (Oxford)	Each	75
4	Arch File (Local Made)	Each	220
5	Arch File (Plastic Coat) (King)	Each	203
6	Attendance Register 2 No. (Oxford)	Each	76
7	Ball Pen (Ordinary)/Smart gel	Each	600
8	Ball Pen Single use/Agni(Blue/Black/Red)	Each	445
9	15x12x1 80 GSM - Continuous, Fan folded, Edge-perforated Printer Paper	1000 sheets	12000
10	15x 12 x 2 80 GSM - Continuous, Fan folded, Edge-perforated Printer Paper	500 Sheets	12000
11	Calculator 12 Digit (Casio)	Each	32
12	Call Bell (Best Quality)(Konark)	Each	5
13	Carbon Paper (Kores) 210mmX330mm - 100 sheets	Box	13
14	Cello Gel Pen (Butter Flue)(Blue/Black)	Each	880
15	Cellotape 1" (Sir/Wonder/Kores or, Equivalent) 40 ~ 65 Meter Roll	Each	180
16	Cellotape 1/2"(Sir/Wonder/Kores or, Equivalent) 40 ~ 65 Meter Roll	Each	121
17	Cellotape 2" (SIR)(Sir/Wonder/Kores or, Equivalent) 40 ~ 65 Meter Roll	Each	192
18	Cellotape 3" (Brown/White (Sir/Wonder/Kores or, Equivalent) 40 ~ 65 Meter Roll	Each	192
19	Chair Cushion (Kurlon) 15"x15"	Each	22
20	Cloth Envelope 10"x 10(Lamilated)Brown	Per 100	1700
21	Cloth Envelope 10"x4 (Lamilated) Brown	Per 100	2350
22	Cloth Envelope 11"x5 (Lamilated) Brown	Per 100	2500
23	Cloth Envelope 12"x10 (Lamilated) Brown	Per 100	2450
24	Cloth Envelope 14x6 & 10x8(Lamilated) Brown	Per 100	500
25	Cloth Envelope 16x12(Full size)(Lamilated) Brown	Per 100	2500
26	Cloth Envelope 9x4(Lamilated) Brown	Per 100	1400
27	Cobra Spring File (Black Bird/Cord)	Each	391
28	Computer file cover (Plastic) 10x12 (Eagle, King, Navy)	Each	8
29	Correction fluid Pen (Best Quality)/(Kores)/(UNI)/(OVEL)	Each	172
30	Pencil Sharpner (Natraj)	Each	35
31	Dak Pad - Best Quality	Each	47
32	Fevicol-20ml	Each	35
33	Eazy file (Godrej Plastic)	Each	60
34	Envelope 10" x 12" (J. K. White)	Per 100	1200
35	Envelope 16"x12" (Brown)	Per 100	10800
36	Envelope (Big) 5'x10" (Brown)	Per 100	7300
37	Envelope (Big)8"x4"(Brown)	Per 100	5200
38	Eraser (Natraj/Oxford)	Each	56
39	F. C. Paper (White) 13.5 KG/J. K. Hindustan	Ream	1
40	File Board (Best Quality)	Per 100	2480
41	File Cover (Best Quality)	Per 100	2080
42	File Tray (Plastic Made)	Each	28
43	Flat file-Laminated (Oxford/Cobra)	Each	267
44	Gems Clip (Zen)	100 gr. Pkt.	211
45	Glass Mat (Plastic Coster)	Each	12
46	Glue Stick (Pidelite)	Each	198



47	Gum 700 ml. (Oxford, Konica)	Bottle	22
48	High Lighter Pen / LUXOR(Red/Yellow)	Each	96
49	L. folder File (Plastic)	Each	336
50	Marker Pen (UNI, Kores)	Each	121
51	Page Marker 1"x3",Standard strips	Each	149
52	Paper Cutter	Each	74
53	Parker Pen (Medium Range)	Each	40
54	Pen Stand (With Pen ) 4 Pen Stand	Each	11
55	Pencil (Camlin/Nataraj/Apsara) HB Box Containing 10 Nos. Of Pencil.	Box	45
56	Peon Book-2 No.(Oxford/Rajdoot)	Each	43
57	Pin Cushion (Best Quality)	Each	30
58	Plastic Scale (Camel)	Each	55
59	Poker	Each	33
60	Punching Machine(Double Hole)(Kangaro)	Each	43
61	Punching Machine (Single Hole)(Kangaro)	Each	35
62	Receive Register (Oxford/Rajdoot)	Each	13
63	Refil Long Pointed (Cello)	Pkt. 10 Nos.	8
64	Register(Geetanjali) Per No. (NO. 4)	Per No.	70
65	Register(Geetanjali) Per No. (NO. 6)	Per No.	45
66	Register(Geetanjali) Per No. (NO. 8)	Per No.	45
67	Register(Geetanjali) Per No. (NO. 10)	Per No.	26
68	Register(Geetanjali) Per No. (NO. 12)	Per No.	20
69	Register(Geetanjali) Per No. (NO. 20)	Per No.	15
70	Register (Oxford) Per No.(NO. 4)	Per No.	113
71	Register (Oxford) Per No.(NO. 6)	Per No.	135
72	Register (Oxford) Per No.(NO. 8)	Per No.	117
73	Register (Oxford) Per No.(NO. 10)	Per No.	31
74	Register (Oxford) Per No.(NO. 12)	Per No.	45
75	Register (Oxford) Per No.(NO. 20)	Per No.	30
76	Scissor (Best Quality) Size 6"	Each	28
77	Signature Pen (Hi-Tech)	Each	14
78	Sketch Pen(Small)-Bingo, Cool Color	Pkt. 10 Nos.	13
79	Stamp Pad Ink (500 ml.)/Ashoka	Bottle	48
80	Stamp Pad Ink 60 ml.)/Ashoka	Bottle	29
81	Stamp Pad (Big) (Faber Castell)	Each	27
82	Stamp Pad (Small) (Faber Castell)	Each	72
83	Stapler (Big)(Kangaroo HD 45)	Each	42
84	Stapler (Small) Kangaroo Gold 10	Each	54
85	Stapler Machine HP 45/ Kangaroo	Each	12
86	Stapler Pin (Big)(Kangaroo)	Box	102
87	Stapler Pin (Small) HD 45	Box	125
88	Table Duster 18"x18"	Each	170
89	Tag Best Quality	Bndl	141
90	Towel Ordinary(Best Quality)24"x54"	Each	28
91	Towel Bombay dying 24"x54"	Each	38
92	Waste Paper Basket (Small) Plastic	Each	34
93	Water Glass (Jaipur)	Each	66
94	Writing Pad (50 Pages)/LUXOR	Each	175
95	Xerox Paper A3(JK)	Ream	24

96	Xerox Paper A4(JK)	Ream	718
97	Xerox Paper Legal (JK)	Ream	17
98	Stock Register in Bond Paper (Bond)	Per Book	1
99	Register No. 24	Per No.	2
100	Register No. 30	Per No.	5
101	Gum Tube 50ml Synthetic Gum	Each	5
102	Transperant folder	Each	72
103	Note sheet As per sample Sheet Size - A4 Conquest Paper	Per 100	500
104	Despatch Register (Oxford)10 No.	Each	5
105	Receipt Register (Oxford) No. 10	Each	10
106	Cello Tape Cutter	Each	2



Sr. Manager(E/M), C&P Cell  
NEEPCO Ltd. AGTCCPP,