



ISO 9001-14001  
OHSAS 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड  
North Eastern Electric Power Corporation  
Limited

(भारत सरकार का उद्यम) / (A Govt. of India Enterprise)

135 मे.वा. अगरतला गैस टरबाइन कंबाईंड 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



एक कदम स्वच्छता की ओर



**NOTICE INVITING TENDER**

**e-NIT No.63/NEEPCO/AGTCCPP/C&P/2018-19 Dated 02.01.2019**

Online Sealed bids (Single-Stage Two-Envelope) with 120 (One Hundred Twenty) days validity are invited from eligible bidders for the work of "Sweeping and mopping of the GT Power House Building and Auxiliary Buildings along with adjacent premises of AGTCCPP, NEEPCO Ltd, R.C.Nagar " for 1(one) year. Detailed Tender Document containing Terms and Conditions for Bidding including Qualifying Requirement can be down loaded from NEEPCO's online portal <https://etenders.gov.in>

**Estimated Value: ₹ 7,74,696/- (Rupees Seven Lakh Seventy Four Thousand Six Hundred Ninety Six) Only for 1(one) year.**

**BIDDING PROGRAMME**

**Participations & Submission of Tenders:**

**1. Registration for Participation in Bids:**

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/e procure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 1.6 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.
- 1.7 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**2. Submission and opening of Bids:**

- 2.1 Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website. Bids will be opened on the stipulated date and time in the office of the Sr.Manager(E/M),C&P wing, NEEPCO Ltd, AGTCCPP, R.C.Nagar, Agartala, Tripura(W),Pin-799008.
- 2.2 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2.3 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2.4 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 2.5 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 2.6 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 2.7 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 2.8 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening.
- 2.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 2.10 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 2.11 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **3 Important Dates & Bid Validity:**

- 3.1 Date of commencement of downloading of bid documents from the portal <https://www.etenders.gov.in/eprocure> w.e.f 18:00 Hrs of 02/01/2019.
- 3.2 End date & time for downloading of bid document: 11:00 Hrs of 30/01/2019.
- 3.3 Last date & time for submission of bids online: 13:00 Hrs of 30/01/2019.
- 3.4 Date & time for opening of bids online: 15:00 Hrs of 01/02/2019.
- 3.5 Bid validity: 120 (One Hundred Twenty) days from the date of opening of bids.

In case 01/02/2019 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.

Bidders are requested to visit e-tendering portal <https://etenders.gov.in/eprocure>, NEEPCO website <http://www.neepco.co.in> and CPP portal <https://www.etenders.gov.in> regularly for any modification/ clarification of bid document.

- 4 **Earnest Money:** An amount of ₹ 15,500/- ( Rupees Fifteen Thousand Five 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.

- 5 **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).

- 6 **Evaluation of Tender:** Techno-commercial bid shall be opened on online. 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 and shall not be considered for price bid evaluation. Price bid of those tenderers meeting the qualifying requirement and requirements of Tender specification shall be opened on completion of Techno-commercial Evaluation.

### **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 bidder must have the experience of having successfully completed similar nature or allied works during last 7 (Seven) years in any Govt. of India organization/State Govt. organization /PSU/ reputed private organization. Documentary evidence to that effect shall be submitted.
  - a) Three similar completed works, each of value not less than 40% of the estimated cost.  
OR
  - b) Two similar completed works, each of value not less than 50% of the estimated cost.  
OR
  - c) One similar completed work of value not less than 80% of the estimated cost.
3. Copy of Bidder's PAN Card, Proprietor's Name, Legal Business Address, GST Registration, Dealership Certificate/ Manufacturer's License, Copy of Income Tax and Professional Tax Certificate clearance of current validity should be submitted along with their bids.
4. Offline bids shall not be considered.

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

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

01. **SCOPE:** "Sweeping and mopping of the GT Power House Building and Auxiliary Buildings along with adjacent premises of AGTCCPP,NEEPCO Ltd,R.C.Nagar".
02. **Period of Contract:** The contract for shall be initially for a period of 1(One) year w.e.f the first day of the calendar month to be indicated while issuing of the Work Order. The same may be extended for further period at a mutually agreed rates and terms & conditions and subject to satisfactory performance under the contract.
03. **Taxes:** Rates quoted by the bidders shall be inclusive of all taxes and duties etc. as applicable but excluding GST.
04. **Special Condition :**
  - (i) The intending bidders are requested to visit the worksite to assess the requirement of the work before submission of their tenders.

- (ii) Adequate number of Sweeping/ Cleaning workers at work place shall have to be made available to attend the job who will work for a period of 4(four) hours a day. In addition to this, any kind of emergency duty shall have to be attended immediately, if asked to do so.
- (iii) The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of cleaning.

**Other Terms and Conditions:**

- 05.** Bidders shall have to quote the rates in the rate sheet ( **Bill of Quantities and Schedule of Rates** ) enclosed with the tender papers as **Annexure-A**. In addition to this, the bidders shall also have to fill up **Annexure-B ( List of Consumables required on monthly basis )** & **Annexure-C ( List of machines, tools & equipment to be used for execution of the work )** enclosed with the tender papers.
- 06. Spares, Tools & Tackles, Machines:** All Spares, Tools & Tackles, Machines as may be required by the contractor's personnel are within the scope of the contractor. Accordingly, the list of the same is to be submitted by the contractor to the Engineer-in-charge and duly approved before putting them to use. Also, the contractor shall be himself responsible for the safety and maintenance of his tools & tackles etc. No damages/ claim shall be entertained under any circumstances.
- 07. Consumables :** The total quantity of various consumables required for the work like Phenyl, Odonil Cakes, Naphthalene Balls/ Cakes, Harpic / sanifresh, Napkin Rolls, Colins, Detergent, Disinfectants, HIT/ Baygon Spray, Soap Cakes, Liquid Soaps...etc. are to be submitted by the bidder during submission of his bid. The same will be assessed to add or delete any items needed for execution of the work. This would become part of the work order and the contractor must maintain sufficient stock at all times.
- 08. Payment to Contractor's Personnel:** The contractor shall make all payments to his personnel by transferring the same to the **Savings Bank Account of the person concerned within 7<sup>th</sup> day of each month**. Further, the contractor shall follow the **Minimum Wage Rate of the Ministry of Labour and Employment, Government of India** while disbursing the payments to his labour. *Any subsequent increase in the aforesaid rate w.r.t the rate prevailing on the date of opening of the tender shall be borne by NEEPCO.*
- 09. Terms of Payment:** The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of maintenance. Also, after successfully carrying out the work for each month, Computerized Measurement Book (CMB) has to be prepared by the contractor as per the format given by the department and the same should be submitted to Dy. General Manager(C), AGTCCPP for verification and further processing of the bills.
- It is mandatory for the contractor to submit the CMB within 7<sup>th</sup> day of each month for the work executed by him in preceding month accompanied by (i) Statement of man power engaged by him during the month, (ii) **Documentary evidence of bank payment made to the workers** and (iii) **Proof of deposit of the due amount to PF account** of the concerned worker.
- 10. No. of days during the month for which the services are required :** All days except holidays as applicable for Industrial Workers as per Labour Act.
- 11. Schedule of Time of work :** The work is to be carried out by adequate number of un-skilled workers for a **minimum of 4 hours a day in the morning from 7:00AM to 9:00AM and afternoon 1:00PM to 3:00PM and one workers is to be engaged for 8 hours per day from 9.30AM to 5.30PM**. In addition to this, if any officer asks for the cleaning of area/ room of the said buildings, the same shall have to be attended immediately. Any failure to do it may invite penalties.
- 12.** 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.
- 13.** Contractor shall submit the **EPF Registration Number**, if already had, otherwise **EPF deduction** in respect of both employees and employer's contribution will be made from their bill(s) as per existing relevant norms. However, this will not relieve the Contractor from his responsibility.
- 14.** Laws, Regulations and Acts pertaining to engagement of Labours, environment protection, Safety etc. shall be applicable.
- 15. Water and Electricity will be provided free of cost by NEEPCO** for cleaning, sweeping and mopping work. However use of it should be economical. Also, while carrying out the cleaning works with help of machine, the workers should use electrical points which are given particular for cleaning machine purpose. In case of any damage to the electrical points, the same will be recovered from the bill of the contractor.

16. NEEPCO reserves the right to add new areas or remove any area from the scope of the work after awarding the work contract. The rate of the added area or removed area will be as per the rate prevailing in the work order.
17. **Security Deposit** : As the work is temporary and repetitive in nature, no security deposit will be deducted from the bill(s). However, The contractor shall have to perform the works with full responsibility and take care for proper safety of all the residential property. In case of any damage or pilferage if detected during working hour, the liabilities on investigation shall be intimated to the contractor along with penalties which will have to be accepted.
18. The Contractor shall have to supply all materials and labours etc. required for the work for successful completion of the same in all respect.
19. In case, the work is not been carried out the work as per specifications or not to the satisfaction of NEEPCO or the Contractor causes any damage to the work or property of NEEPCO or other damages not mentioned herein, NEEPCO shall have the right to recover any amount as considered suitable from the bill/ Security deposit/ any other amount due to the Contractor in NEEPCO.
20. **Safety issue**: The contractors must be aware of the safety requirement of the workers and accordingly necessary safety gears are mandated to be provided to workman whenever necessary.
21. Bidders shall submit their bids online in electronic form in <https://www.etenders.gov.in>. 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://www.etenders.gov.in>) 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.



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

**Annexure - A**

**Name of work** :- Sweeping and mopping of the GT Power House Building and Auxiliary Buildings along with adjacent premises of AGTCCPP, NEEPCO Ltd, R.C.Nagar”.

**Part - I : Bill of Quantities and Schedule of Rates**

Sl. No.	Description of Items	Unit	Qty.	Rate (₹)		Amount (₹)
				In figure	In words	
1	<p>(A) Sweeping of lavatory block floor area with phenyl water (in proportion of 100ml phenyl to 10 litres of water) and providing 50 gm of odonil packets in each latrine. One small bathing soap ( 25gm cake ) placed in wash basin and providing of standard naphthalene balls [ 3(three) nos. in wash basin and 10(ten) numbers in urinals ]. Napkin rolls to be provided. Cleaning of W.C. pan, wash basin, urinal pan and making them stain free for maintaining adequate hygiene every day with Harpic/Sanifresh etc. The cleaning of mosaic floor and wall tiles done twice a week with detergent/ acid as deemed necessary.</p> <p>(B) Clearing floor area of main building and surrounding aprons and drains of building, sweeping and mopping with phenyl water (in proportion of 100ml phenyl to 10 litres of water) twice every day. Insecticide/ pesticides etc. as required to be sprayed from time to time.</p> <p>(C) Clearing, mopping the dust etc. of all furnitures, fans, doors, windows, grill curtain (cloth as well as metallic) every day including washing towel once in a week and also spraying room freshener for freshness and hygiene.</p>	Sqm per month	2,39,105.00			

Total = ₹

Say ₹

**Part-II : Regarding number of Sweeping/ Cleaning workers to be engaged for the work**

1	Total number of Sweeping/ Cleaning un-skilled workers to be engaged for the work who will work for a period of 4 ( four ) hours a day excluding 1(one) number of un-skilled worker who will be deployed for 8hours per day.	
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Signature and seal of the bidder



**Annexure - B**

**Name of work :-** Sweeping and mopping of the GT Power House Building and Auxiliary Buildings along with adjacent premises of AGTCCPP, NEEPCO Ltd, R.C.Nagar”.

**List of Consumables required on monthly basis :**

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Phenyl			
2	Odonil Cakes			
3	Naphthalene Balls/ Cakes			
4	Harpic / sanifresh			
5	Napkin Rolls			
6	Colin Spray			
7	Detergent			
8	Disinfectants			
9	HIT/ Baygon Spray			
10	Soap Cakes			
11	Liquid Soaps			
12	Acid			
13	Toilet Brush			
14	Soft Broom			
15	Hard Broom			
16	Bleaching Powder			
17	Air Fresher ( Spray )			
18	Glass Duster			
19	Floor Duster ( Mops )			
20	Markin Cloth			
21	Toilet Paper Roll			
22	Scrubbing Brushes of various sizes			
23				
24				
25				
26				
27				

**Note:** The total quantity of various consumables required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the consumables item, as desired by the bidder, a separate sheet may be enclosed along with Annexure-B. The same will be assessed to add or delete any items needed for execution of the work. Finally, the **list of consumables so finalised for the work** would become part of the work order and the contractor is bound to carry out the work using the consumables as finalised during **Technical-Evaluation of the Bid**. The list of consumable item thus finalised shall also be reflected in the work order and the contractor is bound to maintain sufficient stock of the same all the time.

**Annexure - C**

**Name of work :-** Sweeping and mopping of the GT Power House Building and Auxiliary Buildings along with adjacent premises of AGTCCPP,NEEPCO Ltd,R.C.Nagar".

List of machines, tools & equipment to be used for execution of the work :

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Dry vacuum Cleaner			
2	Various Height Ladder			
3	Dustbins			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

**Note:** The total quantity of various *machines and tools & equipment* required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the *machines and tools & equipment*, as desired by the bidder, a separate sheet may be enclosed along with Annexure-C. The same will be assessed to add or delete any items needed for execution of the work. Finally, *the list of machines and tools & equipment so finalised* for the work would become part of the work order and the contractor is bound to carry out the work using the *machines and tools & equipment* as finalised during **Technical-Evaluation of the Bid**. The list of *machines and tools & equipment* thus finalised shall also be reflected in the work order and the contractor is bound to carry out the work using the said *machines and tools & equipment* and keep them in a healthy running condition all the time.