



ISO 9001 & 14001
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नॉर्थ ईस्टर्न इलेक्ट्रिक पॉवर कॉर्पोरेशन लिमिटेड

(भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD

(A GOVT. OF INDIA ENTERPRISE)

OFFICE OF THE EXECUTIVE DIRECTOR (CONTRACTS & PROCUREMENT)

BROOKLAND COMPOUND::LOWER NEW COLONY

SHILLONG-793003, MEGHALAYA

Website: <http://www.neepco.co.in> E mail: contract@neepco.co.in Fax: 91 364 2222578

CIN: 40101ML1976GOI001658

DETAILED NOTICE INVITING BID (DNIB)

N.I.B. No 207 Dated 29.07.2016

ANNUAL RATE CONTRACT

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 and experienced bidders for Supply of Consumables for Photocopier machine, Fax Machine and Printer :

Particulars	Value of Earnest Money (EMD)	Bid validity	Cost of Bid Document (Bid Fee)
Supply of Consumables for Photocopier machine, Fax Machine and Printer	Rs.59,000.00 (Rupees Fifty Nine Thousand) only	180 (one hundred eighty) days	Rs. 1000.00 (Rupees One Thousand) only

1. QUALIFYING REQUIREMENTS

1.1 Technical

- Bidders must have experience of supplying Consumables for Photocopier machine or Fax Machine or Printer to any Government Department/Public Sector Undertaking. They shall furnish at least 1 (one) copy of order placed on them during last 5 (five) years prior to the date of publication of the Notice Inviting Bids. Performance Certificates from the clients against these Order shall also be submitted by the bidders.
- 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.

1.2 Financial

The minimum average annual turnover of the bidder in the best 3(three) financial years out of the last 5(five) financial years should not be less than Rs 14.82 lakhs (Rupees Fourteen point Eighty Two Lacs only. Other income will not be considered for arriving at the annual turnover.

2. Copies of Audited Annual Report/Financial Statements certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency indicating amount shall be furnished along with latest and valid VAT Registration Certificate/number.
3. The non- tribal bidders (Individual/ Firm/ Company) shall submit a valid trading licenses issued by Khasi Hills Autonomous District Council, Shillong along with their bids.
4. The Bidders shall submit Authorization letter from the manufacturer as per prescribed format given in the bid document (Form- E) for Xerox, Cannon, Panasonic, Richo , HP make products along with the techno-commercial bid

Submission of Form –E is mandatory for the items offered by the bidder.

Interested bidders who fulfill the qualifying requirements as mentioned at 1.1 and 1.2 above, may download the bid document from <https://neepco.abcprocure.com> on Bidder registration and payment of Bid Fee as given under Clause No. 7 below.

5. The Detailed Scope and Other Terms & Conditions of the tender are elaborated in the Bid Document.

6. Participation in Bids

6.1 Minimum system requirements:

For participating in e-tendering / e-Auction, bidders are to ensure that their PC has the following minimum requirements.

Internet Connection- Minimum 256 kbps

We browser - Internet Explorer E 9 & above, Firefox (13.0 & above),
Chrome (20.0 to 41.0)

Operating System - Window Vista / Windows 7 / Windows 8 / Windows 10

For Internet Explorer Users:

- 1) To check whether the Digital Certificate is installed or not in your browser: (Tools -> Internet Options -> Content -> Certificates).
- 2) Ensure to enable Active-X Controls & Plug-ins. (Tools -> Internet Options -> Security Custom Level).
- 3) Check Digital certificate - Open internet explorer > Tools Menu or (Press Alt+T on your keyboard) > Internet option > Content > certificate > double click on your certificate (a certificate window will appear) > go to certification path > check the certificate status > it should come as "The certificate is OK". (System should place Client URL in trusted zone as soon as the URL is executed by the vendor.)
- 4) If the system prompts any message for system patch like CAPICOM do install the same.

For Google Chrome Users:

- 1) User has to install "Java Runtime Environment (JRE)" for Google Chrome & Mozilla Firefox Browsers to access this URL.
- 2) System will instruct you to follow the steps which should be followed by the user.

- 3) For Plug Ins in Chrome Browser (Go to Settings > Show advance settings > Click on "Content Setting" Button in Privacy Settings > Click on Disable Individual Plug-ins.

For Mozilla Firefox Users:

- 1) For Plug ins Go to tools > Add-ons > Click on "Disable" Button to enable Java plug-in: "Java(TM) Platform SE 6/7".
- 2) User has to install "Java Runtime Environment (JRE)" for Google Chrome & Mozilla Firefox Browsers to access this URL.
- 3) System will instruct you to follow the steps which should be followed by the user.
- 4) Once you completed this process, and still you are not able to login in Mozilla or Chrome browsers then request to contact the service provider.
- 5) You can refer Minimum System Requirement document which is available on homepage of website.

It is suggested that Internet Explorer is used as the browser for ease of operation.

6.2 Portal Registration:

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. 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.

6.3 Bidder registration fee:

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

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

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

Step-2: Click on new *Register* 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.

Step-3: 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 & Digital Certificate related information, the bidders may contact the Service Provider at:

E-Procurement Technologies Limited (ETL)

Mr. Himalaya Vaishnav

Phone No. +91-79-40016866/38/21/18

Mobile No. +91-9099090830

Email info@abcprocure.com

Step-4: Payment for Bid registration in the e-tendering portal:

Bidders shall make payment of non-refundable Bidder registration fee of Rs.3000.00 (Rupees Three thousand only) through the following methods.

l) Payment through "payment gateway" available in the e-procurement portal by "Net banking/Debit card/Credit card". There is no provision for cash payment.

Step-5: After payment of bidder registration fee, the scanned copy of payment receipt should be sent along with the bidder's details at email id: contract_neepco@yahoo.com to advise the service provider for approval of the Bidder.

Step-6: 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.

6.5 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 Bidder Registration, if any.

7. BID FEE

Bidders shall have to make a BID FEES (non-refundable) of Rs. 1000.00 (Rupees One Thousand) only for participation in this instant NIB. The Bidder shall make the payment as detailed in clause 6.4 (Step -4) above.

During payment of bid fee , Bidders shall clearly indicate the NIB No. against which the bid fee is paid.

8. For any clarification related to terms and conditions of Bid Document, bidders are requested to forward e-mail clearly stating their queries to tendering authority at e-mail id contract_neepco@yahoo.com, contract@neepco.co.in. Bidder may contact in regard to the instant NIB at 0364-2503346.

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

E-Procurement Technologies Limited (ETL)

A - 201-208, Wall Street - II / Opp. Orient Club
Nr. Gujarat College / Ellis bridge, Ahmedabad - 380015.

Gujarat, India

Tel: +91-79-400168 52/65/79/16/37/14/86/67/35

Cell: +91-93745 19729 | +91-93286 57215

Support Help-Desk No. at NEEPCO Shillong:

Tel: 0364-2507270/8974665789

Mail: support.neepco@abcprocure.com | support@abcProcure.com

10.0 **Submission and opening of Bids**

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

10.2 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.

11.0 Important Dates:-

- (a) Start Date and Time for downloading of bid document from <https://neepco.abcprocure.com>: 11:00 Hrs 30.07.2016
- (b) End date and time for downloading of bid document: 12:00 Hrs, 29.08.2016
- (c) Start date for submission of bid : 11:00 Hrs , 01.08.2016
- (d) Last date & time for submission of online bids: : 14:00 Hrs, 29.08.2016
- (e) Date & time of online opening of bids: ; 16:00 Hrs, 29.08.2016

In the event the last date specified for submission of bids and date of opening of bids is declared as a closed holiday for NEEPCO, the last date for submission of online bid will remain unchanged, however, date of receipt of any hard copy of the bid document and opening of bids will be the following working day at the appointed times.

12.0 Conditions for Micro & Small Enterprises (MSEs) :

12.1 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:

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

12.2 The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs, the SC/ST certificate issued by District Authority must be submitted in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall be responsible to 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.

12.3 The registration certificate 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.

12.4 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.

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

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

14.0 Submission of bids shall not automatically construe qualification for evaluation.

15.0 The Purchaser 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 Purchaser.

-Sd-

**General Manager
i/c, Contracts & Procurement**