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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(भारतसरकारकाउद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD

(A GOVT. OF INDIA ENTERPRISE)

CIN U40101ML1976GOI001658

OFFICE OF THE EXECUTIVE DIRECTOR (CONTRACTS & PROCUREMENT)

BROOKLAND COMPOUND::LOWER NEW COLONY

SHILLONG-793003, MEGHALAYA

Website: www.neepco.co.in Email:contract_neepco@yahoo.com FAX: +91 364-2222578

NIB No. 252 dated 25/09/2017

Detailed Notice Inviting Bid

(Domestic Competitive Bidding)

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 “Supply & Installation of Polycom DMA 7000” at NEEPCO Ltd Shillong.

- 1. Scope:** Supply, delivery, installation & commissioning of Polycom DMA7000 and successful integration with the existing Polycom Video Conferencing (VC) equipment installed at Project Monitoring Center, NEEPCO Corporate Office, Shillong, Meghalaya.

The bidder are advice to inspect the present VC System in Project Monitoring Center, NEEPCO Corporate Office , Shillong where the DMA7000 needs to be installed and integrated at their cost in order to assess the nature and cost of work required to be done.

- 2. PERIOD OF CONTRACT:** The entire scope of work shall be completed within 6(six) weeks from the date of issue of Letter of Intent (LOI).

- 3. QUALIFYING REQUIREMENTS:**

- 3.1 Technical**

- The bidder shall be Original Equipment Manufacturer (OEM) i.e. Polycom or Authorized Service Provider of Polycom, who must have successfully executed at least 2 (two) similar orders in India during last 5 (five) years prior to the date of opening of the bid. The bidder should furnish copies of detailed orders and also performance certificates from the customers, which should indicate the dates of award of the work and also indicate that the work is executed to the satisfaction of the customer. Similar order in this case shall mean work order involving supply, delivery, installation & commissioning of Polycom make Video Conferencing equipment.
- In case of being Authorized Service Provider of Polycom, the bidder should furnish latest Authorization Certificate from Polycom addressed to NEEPCO mentioning the tender enquiry number and the product.
- The bidder should not have been blacklisted by any Government/Government agency in India. Self-declaration to that effect should be submitted along with techno-commercial bid.

- 3.2 Financial**

- Minimum Average Annual Turnover 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 Rs. 27,04,000.00 (Rupees Twenty Seven Lakh Four Thousand)

- Net Worth:

The Net Worth of the bidder as on last day of the preceding financial year shall not be less than 50% of the Paid up Share Capital. The Net Worth shall be calculated based on Subscribed and



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Paid-up Capital + Free Reserves + Unallocated balance surplus amount of 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 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.

iii. Liquid Assets:

The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than Rs. 24.14 Lakh (Rupees Twenty Four Lakh point One Four only). The Certificate of Banker regarding the availability of unutilized credit facilities shall not be dated earlier than 30 (thirty) days prior to the date of opening of bids.

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 Rs. 13.52 Lakh (Rupees Thirteen Lakh point Five Two) only

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 to be completed during 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 without fail

4. Complete Audited Annual Reports along with Audited Balance Sheets & Profit and Loss account and other financial statements for the best 3(three) financial years in the last 5 (five) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker’s Certificate in support of solvency shall be furnished.
5. Interested bidders who fulfill the qualifying requirements as mentioned at 2.1 and 2.2 above, may download the bid document from <https://neepco.abcpocure.com> on registration in the e-portal and submission of bid fee as given under Clause 8 below.



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6. Documentary evidences in support of qualifying requirements, as mentioned under clause No. 2.0 above shall be submitted along with the Techno-Commercial bid. Bids submitted without fulfilling the qualifying requirements shall be rejected
7. **Condition for Micro & Small Enterprises (MSEs)**
 - 7.1 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
 - MSEs having Udyog Aadhar memorandum
 - Any other Body specified by Ministry of Micro, Small and Medium Enterprises.
 - 7.2 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.
 - 7.3 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.
 - 7.4 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.
 - 7.5 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).**
- 8 Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and Prior Turnover criteria:
 - 8.1 In line with the Policy Circular No. 1(2)(1)/2016-MA dated March, 2016 of the Ministry of Micro, Small & Medium Enterprises on “relaxation of norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience and Prior Turnover criteria” and as per Section 2.1(5) of :Action Plan for Startupindia” announced by the Government of India in Jan 2016, the Criteria of



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Prior Turnover and Prior Experience are exempted for the Startups and Micro & Small Enterprises for this tender, subject to meeting of quality and technical specifications.

8.2 The Startup Enterprises shall submit startup India recognition certificate issued by the Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation in prior experience and prior turnover.

9. Participation in Bids:

9.1 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 once registered 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 register again. However, such bidders are to ensure that their registration is valid till the completion of the entire bidding process of the relevant NIB.

9.2 Portal Registration fee:

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

9.3 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 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



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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. 3000**.
- 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 advice the service provider for approval of the Bidders’ registration. 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.



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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.

9.4 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.

10. Bid Fee

Bidders shall have to pay BID FEES (non-refundable) of Rs.1000.00 (Rupees One Thousand) for participation in this instant NIB.

The Bid Fees 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 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.....”**

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 submitted bid as per Bid Conditions.

11. For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating their queries to the tendering authority at e-mail id : contract_neepco@yahoo.com & contract@neepco.co.in. Bidder may contact in regard to this NIB at 0364-2224596, 2503346.

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 / 8974665789

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

12. Submission and opening of Bids



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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.

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.

- 12.1** 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.
- 12.2** 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.

12.3 Important information and dates:

Bid Fee	Rs. 1,000.00 (Rupees One thousand)
Earnest Money Deposit (EMD) in INR	Rs. 27,000.00 (Rupees Twenty Seven thousand)
Last date & time of downloading of bid document:	12:00 hrs. of 23/10/2017
Last date & time for receipt of online bids:	14:00 hrs. of 23/10/2017
Date & time of online opening of bids	16:00 hrs. of 23/10/2017

In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the date of opening of bids will be the following working day at the appointed times.

The bidders registered as Micro/Small Enterprises are exempted from paying applicable Bid Fee and Earnest Money Deposit subject to submission of valid and relevant document/ certificate.

- 12.4** NEEPCO reserves the right to extend the last date and time for submission of Bid.
- 12.5** NEEPCO reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids for any justified and genuine grounds, without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the grounds for such action.

Sd/-
General Manager
i/c, Contracts & Procurement,
NEEPCO Ltd., Shillong