



NORTH EASTERN ELECTRIC POWER CORPORATION

(A Government of India Enterprise)

Office of the Executive Director (Project)

NEEPCO Bhawan, RG. Baruah Road Guwahati-781005

*Tender for Renovation of the toilets at all the floors of NEEPCO Bhawan, Guwahati
Notice Inviting Tender & information to the Bidder
Section-I*

NIB No. 02 Dtd. 16.11.2018

Tender (Through e-tendering process only)

For

Renovation of the toilets at all the floors of NEEPCO Bhawan, Guwahati.

NEEPCO Ltd. invites **online electronic bids** through e-tendering process from competent and experienced contractors under (Single-Stage-Two-Envelop Bidding System) for “ Renovation of the toilets at all the floors of NEEPCO Bhawan, Guwahati ” with 180 (One Hundred Eighty) days validity from the date of opening of the Bid.

1. E-Tendering / E-Procurement

This tender will be processed through e-tendering/e-procurement system. The bidding documents are to be downloaded, filled in bids are to be submitted/uploaded through e-tendering system of NEEPCO Ltd. at <https://neepco.abcprocure.com>.

2. PARTICIPATION IN BIDS:

(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.abcprocure.com>. The registration of bidder once registered shall be valid for one year from the date of activation of bidder 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 in the e-tendering system is valid till the completion of the entire bidding process of the relevant NIB.

Portal registration fee:

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

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 Registrar 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



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Email 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-4: Payment for bidder registration in the e-tendering portal:

Bidders shall make the payment of non-refundable Bidder registration fee of Rs.3000.00 (Rupees Three thousand only) through “SB-COLLECT” of State Bank of India as per procedures/steps elaborated in Cl. No. 3 (b) below.

Step-5: After payment of bidder registration fee through “SB-COLLECT” of State Bank of India, this system generated receipt shall be downloaded and send it 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, Sr. Manager (C), C&P Department, NEEPCO, Shillong, Mobile No. +91-9436306773, to get confirmation regarding receipt of bidder registration fee.

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.

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.

(b) Procedure / Steps for payment by SB-COLLECT of State Bank of India (for payment of portal registration fee):

STEP-1: The bidder shall visit url / web page <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm> on any internet browser.

STEP- 2: State Bank Collect page will appear.

Select “ALL India” for “State of Corporate / Institution”

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:

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

ii) Under Short Details of Payment: The Bidder shall indicate Portal Registration Fees,

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



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- (iv) Under CIN in case the Payer is a company: The bidder is to fill up his CIN in case of may a company, otherwise kept blank.
- (v) Under Payment amount: The bidder is to fill up the amount i.e., Rs. 3000/- (Rupees Three Thousand) only.
- (vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers is to be filled as required.
- (vii) Fill Captcha.
- (viii) 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 receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). This system generated receipt shall be downloaded for submission as per bid condition.

4. **Credentials of the bidders.**

- 4.1. The Bidder should have the experience of similar nature of works in a single contract value not less than Rs 10,00,000.00 (Rupees Ten Lacs) only during last 2 (two) years under Central Govt. / State Govt. / PSU.
- 4.2. The Bidder should possess an Independent Valid PF Registration No.
- 4.3. The Bidder should submit Income Tax PAN Number.
- 4.4. The Bidder should submit GST Registration Number.
- 4.5. The Bidder should submit Audited Profit & Loss Account and Balance Sheet for last 2 (two) years.

5. **Scope of Work:** The scope of work covered under this tender for “Renovation of the toilets at all the floors of NEEPCO Bhawan, Guwahati” includes change of doors and door frames, replace water supply and sanitary fittings, change of floor & wall tiles, necessary repairing works and fresh coat of priming & painting of walls and ceilings including supplying of all materials and labours required for the work. The detailed Scope of Works has been indicated in the relevant Technical Specification mentioned in the Bill of Quantities.

The area to be occupied for carrying out the work should be cleared of all objectionable materials before and after the operation to the satisfaction of the Engineer-in-Charge.

The quantities of different items of works involved as indicated in the BOQ are tentative and may undergo changes and the quoted rates shall remain firm for all quantity variation plus or minus.



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Materials and components not specifically stated in the any of the items of the enclosed BOQ but are necessary for satisfactory completion of the said item of work in all respect, shall be deemed to have been included in the scope of work for which no extra claim shall be entertained.

Contractor is to arrange and supply all materials, including loading, unloading, storage etc., all plants and equipment's and all labours for performance of this contract and deemed to be included in his quoted prices.

All works of this Contract are to be executed in accordance with the Technical Specifications & Bill of Quantities in the detailed NIT and as per the direction of the Engineer-in-Charge.

The contractor shall abide by all laws and regulations of contract labour act of the Government and amendment thereto from time to time. The contractor shall also follow the safety regulations with the Technical Specification during execution of the work without any extra cost of Corporation.

6. SUBMISSION AND OPENING OF BIDS

6.1 Bidders shall prepare and submit their bids online in <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this website after vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.

6.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.

- a) Original receipt of money paid against Vendor Registration Fee.
- b) Bid Fees as detailed in Clause No. 19.0.
- c) Earnest Money Deposit (EMD) detailed in Clause No. 19.0.

These offline documents shall reach this Office within the scheduled date and time mentioned below.

- d) One set of Detailed Bid Document.

The documents / information listed under above shall be duly filled up, signed and sealed / stamped on each and every page without exception by the Bidder and to be submitted / mapped online Documents to be submitted in offline mode as specified above shall be contained in a sealed envelope and the same shall be submitted by the Bidder duly marking this envelope as "Renovation of the toilets at all the floors of NEEPCO Bhawan, Guwahati" along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The Sr. Manager (C), Office of the Executive Director (Project)-Hydro, NEEPCO, R.G. Baruah Road, Guwahati-781005."

6.3 Bidders may view the tender opening results in <https://neepco.abcprocure.com> by marking their presence for online tender opening.

6.4 The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.



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7. Bidding Procedure

- 7.1 The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:
- 7.2 Envelope No. 1: Techno-Commercial Bid.
- 7.3 Envelope No. 2: Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial Evaluation shall be opened.
8. Bidders are requested to visit <https://neepco.abcprocure.com> regularly for any modification/clarification of the detailed bid document.
9. Submission of bids shall not automatically construe qualification for evaluation. Corporation 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 ground for such action on the part of the Corporation.
10. Corporation shall not bound to provide any space for the contractor's work shop and labour camp, storage of materials etc. inside the existing NEEPCO site except working front and this shall be arranged suitably by the contractor elsewhere at his cost.
11. Bidders are advised to contact the Sr. Manager(C), O/O ED(P)-Hydro, NEEPCO Ltd., Guwahati for execution of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the Tender shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Bidders are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.
12. The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under :
13. If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
14. If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the Power of Attorney for the firm and signing the tender in which case certified copy of the partnership deed and current business of all the partners of the firm shall also accompany the tenders.
15. If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.
16. On award of work the Contractor shall ensure that their workers are registered with the Assam Building & Other Construction Workers' Welfare Board as per the procedure mentioned in the Act and Rules.



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17. REVERSE AUCTION:

- i) The Owner reserves the right to go for Reverse Auction process to finalize the tender or may finalize the tender without Reverse Auction. The decision to conduct Reverse Auction or not, will be conveyed to the techno-commercially qualified bidders after opening of Price Bid. The Business Rules and General Terms & Conditions for Reverse Auction is given in Section-IV of the Bid Document.
- ii) Bidders shall furnish the undertaking to participate in RA as per Form Declaration (Form-H, Section-V of Tender document) along with the techno-commercial bid in their letter head.
- iii) Bidders not confirming to participate in Reverse Auction if conducted by the Owner, then their original quoted price shall be treated as final quotation.
- iv) The techno-commercially qualified bidders who have confirmed acceptance to the Owner, but finally do not participate in Reverse Auction process, their original quoted price shall be considered as final.
- v) If a bidder does not want to quote any price below the starting/ ceiling price during Reverse Auction, their "Logged In" during Reverse Auction itself shall be considered as Participation. Their original quoted price shall be considered as final.
- vi) After opening the Price Bids and arriving at evaluated cost to the Owner after due commercial loading and other price impacts if any as per bid condition, the bidders whose Price Bids have been opened shall qualify for participating in the Reverse Auction event conducted as per Business Rules of RA.
- vii) It shall be Owner's discretion to use the Lowest Evaluated Cost already evaluated amongst the Price Bids or any other price as the Starting Price in Reverse Auction.
- viii) In case the Owner decides not to go for reverse auction procedure for the tender, the Price Bids already opened and evaluated shall be considered for finalising the tender.
- ix) The Owner reserves the right to award the contract as per Owner's discretion irrespective of the live Auction Rank.
- x) After completion of Reverse Auction, the L-1 bidder has to e-mail the duly signed Price Confirmation in the prescribed format given in the Bid Document with Break-up of Prices as per Price Schedules of NIT within 24 hours of completion of Auction without fail.
- xi) If no bid is received during Reverse Auction within the specified time duration of the online Reverse Auction, the original quoted price of the bidders shall be processed to evaluate the lowest bid.
- xii) If the L1 bidder as per the original quoted prices does not participate in the Reverse Auction and the L-1 Bid received during RA happens to be the same as the L-1 price evaluated as per original quoted prices of the bidders, then the L-1 bid received during RA shall prevail and shall be considered for evaluation and award.
- xiii) The prices quoted in the e-reverse auction shall be the total lump sum prices for the scope of work as per tender inclusive of all applicable taxes & duties, levies etc. on his quoted prices as per Bid conditions.



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18. Bidding in the last minutes and seconds should be avoided in the bidders own interest. Neither the Service Provider nor NEEPCO will be responsible for any lapses/failure on the part of the Bidder, in such cases.

19. Important dates and Earnest Money Deposit (EMD) / Bid Security / Bid Fee details:

Earnest Money Deposit (EMD) / Bid Security in the form of DD/CDR/FDR/BANK DRAFT from any Nationalized /Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 24,000.00 (Rupees Twenty four thousand) only
Bid Document Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalized/ Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 500.00 (Rupees Five Hundred) only
Date of commencement of downloading of bid document from https://neepco.abcpocure.com	W.e.f. 10.00 Hrs. of 17.11.2018
Last date & time for receipt of online bids:	12.00 Hrs. of 14.12.2018
Last date & time for receipt of offline bids documents to be submitted as per NIB condition:	12.00 Hrs. of 14.12.2018
Date & time of online opening of bids	1400 hrs. of 14.12.2018

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.

Bid Document not received within the specified time and date shall not be considered for evaluation. Tender submitted without Earnest Money Deposit (EMD) shall be out rightly rejected.

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

Sd/-
Sr. Manager (C),
O/o ED-(P)-Hydro
NEEPCO Ltd., Guwahati-5