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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.co.in FAX: +91 364-2222578

DETAILED NOTICE INVITING BID

NIB No. 278 Dated 19.04.2018

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 copier machine, Fax Machine and Printer:

Particulars	Value of Earnest Money (EMD)	Bid validity	Cost of Bid Document (Bid Fee)
Supply of Consumables for copier machine, Fax Machine and Printer	Rs.56,000.00 (Rupees Fifty Six 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 41.96 lakh (Rupees Forty One point Nine Six lakh) only.

- 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 GST Registration Certificate/number.



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3. The non- tribal bidders (Individual/ Firm/ Company) shall submit valid trading licenses issued by Khasi Hills Autonomous District Council, Shillong along with their bids.

If such license is not applicable for the bidder, valid certificate from the concerned authority will have to be submitted.

4. The Bidders shall submit Authorization letter from the manufacturer as per prescribed format given in the bid document (Form-E) for Xerox, Canon, Panasonic, Kilburn, 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 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.

6.2 Portal Registration fee:

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

6.3 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** the e-tendering portal.



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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.09099090830

Email info@abcprocure.com

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

Bidders shall make the payment of non-refundable Bidder registration fee of INR 3000.00 (Indian Rupees Three thousand only) **through “SB-COLLECT” of State Bank of India** as per procedures/steps elaborated in Cl. No. 9 below.

Step-5: After payment of bidder registration fee through **“SB-COLLECT” of State Bank of India**, the 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.

6.4 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.

7. Bid Fee

Bidders shall have to pay BID FEES (non-refundable) for participation in this instant NIB of Rs.1000.00 (Rupees One Thousand) plus GST @18% (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT).

The bidder shall make the payment **through “SB-COLLECT” of State Bank of India** as per procedures/steps elaborated in Cl. No. 9 below



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Payment of bid fee through other mode of payment like DD etc. will not be acceptable
During payment of bid fee through “SB-COLLECT” of State Bank of India, Bidders shall clearly indicate the NIB No. against which the bid fee is paid. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to contract_neepco@yahoo.com.

8. 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 - 201-208, Wall Street - II / Opp. Orient Club

Nr. Gujarat College / Ellisbridge

Ahmedabad - 380015.

Gujarat, India

Tel : +91-79-40016852/65/79/16/37/14/86/67/35

Cell:+91-9374519729 | +91-93286 57215

Support Help-Desk No. at NEEPCO, Shillong:

Tel: 0364 – 2507270 / 8974665789

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

9. **The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of portal registration fee, Bid fee, EMD etc):**

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.



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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: <ul style="list-style-type: none">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 Portal Registration Fees, BID FEE, EMD as applicable. In case of BID FEE and EMD payment, the Bidder shall indicate BID FEES or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. dated DDMMYYYY, the bidder has to fill under this option as “EMD for NIB No. XX dated DDMMYYYY”).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 as per bid condition.vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are 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.

10. 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.

11. 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. 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.
13. **Important information and dates:**

Last date & time of downloading of bid document:	12:00 hrs. of 17/05/2018
Last date & time for receipt of online bids:	14:00 hrs. of 17/05/2018
Last date & time for receipt of offline documents to be submitted as per bid condition:	Within 7(seven) days after Techno-Commercial Bid opening.
Date & time of online opening of bids	16:00 hrs. of 17/05/2018

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.

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.

14. **Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and Prior Turnover criteria**

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 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.**



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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.

15. Conditions for Micro & Small Enterprises (MSEs) :

15.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Form D) declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant document/ certificate issued by any of the Authority mentioned below:

- District Industries centers
- Khadi and Village Industries Commission
- Khadi and Village Industries 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.

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.

15.2 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.

15.3 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.



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15.4 The MSEs registered with above mentioned agencies/bodies are exempted from payment of Bid Fees and Earnest Money Deposit (EMD).

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

17 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/-

(S.K. Sarkar)

General Manager

i/c Contracts &Procurement,
NEEPCO Ltd., Shillong.