

Information and Instruction to the Bidder

Tender Notice No.	No. NEEPCO/Co-ordination/Guwahati/2011-12/ 04		Date :07.03.2012
Address.	O/O the Sr.Manager (C), Coordination, NEEPCO Ltd., NEEPCO Bhawan, R.G. Barua Road, Guwahati-5		
Brief-Scope of Work	Painting and minor repairing of the common areas of Ground Floor and First Floor of NEEPCO Bhawan, Guwahati.		
Selling of Tenders	Starting Date	14.03.2012	
	Last Date	21.03.2012	
Last Date of Submission of Tender	Up to 14.00 Hrs. on 23.03.2012		
Opening of Tender	At 15.00 Hrs. on 23.03.2012		
Cost of tender Document	Rs.300/-	Estimated Cost	Rs.1,56,686.00 (Approx)
Completion Period	30 (thirty) days	Earnest Money	Rs. 3900/-
Mode of payment for Tender Document	Demand Draft/Bankers Cheque only in favour of NEEPCO Ltd., payable at Guwahati		

I. QUALIFYING TECHNICAL REQUIREMENTS FOR TENDER

- a. The Bidder should have the experience of similar nature of works in a Single contract value not less than Rs. 1,00,000.00 (Rupees one Lakh) during last 3(three) years under central govt/state govt/PSU.

II General Requirements:

1. Must have an Independent **Valid PF** Registration No.
2. Income Tax **Pan** Number.
- 3 **VAT** registration Number.

III General Conditions:

01 The Bids documents shall be received up to 14.00 Hrs. on 23.03.12 in the office of the Sr. Manager(C), Coordination, NEEPCO, Guwahati-5. Bid shall be opened at 15.00 Hrs on the same date in the presence of those Tenderers who wish to be present. If there is any change in Tender opening date due to unavoidable reasons, the same will be intimated to the Tenderers. In the event of any holiday on 23.03.12 the Tenders will be received and opened in the same time on the next working day.

02 In case the tender documents are obtained by post, NEEPCO is not responsible for any loss or postal/communication delay. Offers received late/incomplete are liable to be rejected. However Tenderers are advised to send their TENDER PAPERS by REGISTERD-POST/ SPEED POST to the office of the Sr. Manager(C), Coordination, NEEPCO, Guwahati-5, well in advance for obtaining the tenders as well as for depositing the tenders.

03 Detailed specification of job includes scope of work and all terms and conditions of NIT's are given in tender documents.

04 **The bidders should have submit the photocopies of the following documentary evidence (duly attested by authorized signatory of the tenderer) along with the application for issue of tender.**

- (a) Copy of **P F** registration No.
- (b) Copy of work orders/LOAs and completion certificates/ proof of completion from respective govt Deptt /PSU
- (c) Name and addresses of the sole proprietor/partners/board of directors and memorandum of articles of association/photocopy of the partnership deed/ affidavit for proprietorship.
- (d) Copy of registration with Central Govt. /State Govt./Public Sector Undertaking if any applicable.
- (e) VAT Registration Certificate.
- (f) PAN No.

Note: Tender Document shall be issued only on submission of the above documents along with the application.

- 05 Notwithstanding any thing stated above, the owner reverses the right to assess Bidder's capability and capacity to perform the contract should the circumstances warrant such assessment in the overall interest of NEEPCO Ltd. and decision of NEEPCO in this regard shall be final.
- 06 Issue of tender documents will not automatically mean that bidders are considered qualified. NEEPCO shall evaluate the qualifying requirements of each bidder as per NIT after opening of qualifying requirement Bids and the bids of the bidder who is not meeting the qualifying requirement shall be treated as non responsive & disqualified.
- 07 EMD of required amount in the form of **Demand draft/Call Deposit/Bankers Cheque** from any Indian Scheduled/nationalized Bank in favour of NEEPCO Ltd, Guwahati. Bids not accompanied with credentials as per qualifying requirements as mentioned above and requisites EMD shall be treated as disqualified. In such cases, bids shall be returned to the Bidders without being considered.

The Envelope containing tender document shall be sealed and marked as **"Tender for Painting and minor repairing of the common areas of Ground Floor and First Floor of NEEPCO Bhawan, Guwahati Bhawan, Guwahati"**. The envelope shall be addressed as below:

To

**The Sr. Manager(C), Coordination,
NEEPCO Bhawan, R.G. Baruah Road
Guwahati-5, Assam**

- 10 NEEPCO reserves the right to reject any or all the tenders without assigning any reasons thereof.

Tender documents can be obtained from the office of the undersigned on any working day between 10.00 AM and 4.00 PM on application for issue of tender documents along with payment of the cost of the tender documents (Non-Refundable) in the form of **Demand Draft/ Call Deposit/Banker's Cheque** only in favour of **NEEPCO Ltd. Payable at Guwahati**. Please remit Rs. 300/- extra, if tender documents are asked for by post. The person, who wants to collect the tender documents personally, must come with proper authorization letter duly attested his signature by authorized persons. The Corporation shall not be responsible for any postal delay.

SPECIAL ATTENTION

- 1.1 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.
- 1.2 Tenderer are advised to contact the O/O the Sr.Manager(C), Coordination, 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 Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.
- 1.3 The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under :-
 - a) 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.
 - b) 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.
 - c) If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorised 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.

End of the Chapter