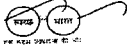




ISO 9001& 14001
OHSAS 18001



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर 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

CIN:U40101ML1976GOI00165

Website: <http://www.neepco.co.in> E mail: contract_neepco@yahoo.com
PH: 91-364-2224582 Fax: 91 364 2222578

SHORT NOTICE INVITING BID
NIB No. 215 DATED 03.11.2016

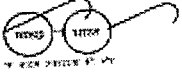
North Eastern Electric Power Corporation Ltd (NEEPCO Ltd) invites tender on e-procurement portal <https://neepco.abcprocure.com> for **"Supply of Microsoft Office Standard 2016 INC OLP D GOV (Part No.021-10574) licenses or higher (300 nos.) in the form of e-licenses."**

For details, interested bidders may visit <http://neepco.co.in>, <https://neepco.abcprocure.com> and <http://www.eprocure.gov.in>. Any subsequent changes/modifications/notifications to this tender shall be updated on these websites.

Sd/-
General Manager
i/c, Contracts & Procurement



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ISO 140 01-1996
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SHILLONG-793003, MEGHALAYA

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

NIB No. 215 dated 03/11/2016

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 & Delivery of Microsoft Office Licenses :

| Particulars | Nos. of Licenses | Value of Earnest Money (EMD) | Bid validity | Cost of Bid Document (Bid Fee) | Delivery period. |
|---|---------------------|---|-----------------------------------|--|--|
| Supply & Delivery of Microsoft Office Standard 2016 INC OLP D GOV (Part No.021-10574) licenses or higher in the form of e-licenses as per the Microsoft Policy. | 300 (three hundred) | Rs. 86,000.00 (Rupees Eighty Six thousand only) | 180 (one hundred and eighty) days | Rs. 2000.00 (Rupees Two thousand only) | 45 (forty five) days from the date of issue of Letter of Intent. |

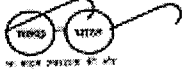
1. QUALIFYING REQUIREMENTS:

1.1 Technical

- i) The Bidder must be authorized partner / dealer of Microsoft. The bidder shall submit the authorization letter from Microsoft, duly authorizing the bidder to participate in the instant tender indicating NIB number. The person signing the Authorization Letter should be duly authorized by Microsoft.
- ii) Bidder must have Registered Office in India for last 3 to 5 years. Documentary details like Trade License along with other Statutory documents like Sales Tax



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Clearance, VAT, CST, PAN, Service Tax Registration etc. must be submitted as proof of office / service facility.

- iii) The bidder should have supplied 100 licenses or more of Microsoft Office Software in a single order during last 5 (five) years. Copy of the supply order shall be submitted.
- iv) The bidder shall not have been blacklisted by any Government / Government agency in India. Self-declaration on company letterhead to that effect should be submitted along with the technical bid.

1.2 Financial

- (i) 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.86 lakh (Rupees Eighty Six lakhs Only).
- (ii) The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than Rs.72 Lakh (Rupees Seventy Two Lakhs 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.
Liquid Asset = Current Asset – (Inventory + Pre-Paid expenses)

iii) Net Worth:

Net worth of the bidder as on last day of the preceding financial year, ending 31st March of the previous financial year should not be less than 50% of the paid up share capital. The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) Expenses not written off (b) Loss in Profit & Loss Account if not reduced from Reserves.

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. 43.00 Lakh (Rupees Forty Three Lakhs) only

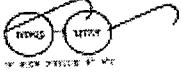
Bid Capacity = A x N x 2 – B, where,

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.



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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.

2. Copies of Audited Balance Sheet & Profit and Loss account for the last 3(three) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency shall be furnished along with latest and valid VAT Registration Certificate/number, the latest and valid Sales Tax Clearance certificate.
3. 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 payment of Vendor registration fee and bid fee as given under Clause 5 below.
4. **Condition for Micro & Small Enterprises (MSEs)**

4.1 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:

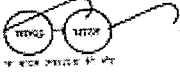
- District Industries Centers
- Khadi and Village Industries Commission
- Khadi and Village Industries Board
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

4.2 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.



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c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

4.3 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.

4.4 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.

4.5 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD).** In addition, MSE bidders shall get some other preferences as detailed in the Detailed Bid Document.

5. Participation in Bids:

5.1 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 to 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.

5.2 Portal Registration fee:

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

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

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

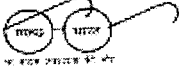
Step-2: Click on new bidder registration and submit the online Form for company /bidder details required.

Already registered bidder having a valid registration may directly **log-in** the e-tendering portal.

Step-3: Payment for Bid registration in the e-tendering portal:



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Bidders shall make payment of non-refundable Bidder registration fee of Rs.3000.00 (Indian Rupees Three thousand only) online through the payment gateway of e-procurement portal.

Step-4: 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.co.in or contract_neepco@yahoo.com to advise the service provider for approval of the Bidder. Bidders may contact Sri R. Ramaswamy, Manager(C), Cell No. +91 9436704369 to get confirmation regarding receipt of bidder registration fee.

Step-5: After successful payment, 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 :

Mr. Himalaya Vaishnav
Phone No. +91 79 40016866/38/21/18
Mobile No.09099090830
Email info@abcprocure.com

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.

5.4 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

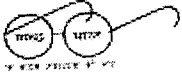
A - 201-208, Wall Street - II / Opp. Orient Club
Nr. Gujarat College / Ellisbridge
Ahmedabad - 380015.
Gujarat, India

Tel : +91-79-40016802 - 77
Cell: +91-9374519754 | 9377988119 |.

5.5 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 Vendor Registration, if any.



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6. Bid Fee

Bidders shall have to make a BID FEES (non-refundable) for participation in this instant NIB of Rs.2000.00 (Rupees Two Thousand) online through the payment gateway of e-procurement portal.

7. 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.

8. Submission and opening of Bids

8.1 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.

8.2 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.

9. 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.

10. 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.

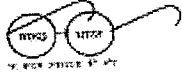
11. Important information and dates:

| | |
|--|--------------------------|
| Last date & time of downloading of bid document: | 1200 hrs. of 30/11/2016 |
| Last date & time for receipt of online bids: | 14:00 hrs. of 30/11/2016 |
| Date & time of online opening of bids | 16:00 hrs. of 30/11/2016 |

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.



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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. NEEPCO reserves the right to extend the last date and time for submission of Bid.
13. 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