



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)**

CIN U40101ML1976GOI001658

OFFICE OF THE EXECUTIVE DIRECTOR (CONTRACTS & PROCUREMENT)

BROOKLAND COMPOUND::LOWER NEW COLONY

SHILLONG-793003, MEGHALAYA

Website: <http://www.neepco.gov.in> E mail: contract_neepco@yahoo.com, Fax: 91 364 222578

DETAILED NOTICE INVITING BID (NIB)

N.I.B. No.159 Dated 09.09.2015

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	Value of Earnest Money(EMD)	Bid validity	Cost of Bid Document(Bid Fee)	Estimated value.	Delivery period.
Supply, Delivery of Microsoft Office Standard 2013 INC OLP D GOV (Part No.021-10266) licenses in the form of e-licenses as per the Microsoft Policy.	Rs. 1.12 Lakhs (Rupees One Lac Twelve Thousand) only	180 (one hundred and eighty) days	Rs. 2000.00 (Rupees Two thousand only)	Rs. 55,73,232.00 (Rupees Fifty Five Lakhs Seventy Three Thousand Two Hundred Thirty Two only)	45(forty five) days from the date of issue of Letter of Intent.

1. QUALIFYING REQUIREMENTS

1.1 Technical

- The Bidder must be authorized partner / dealer of Microsoft.
- In case of being Authorized Vendor / Dealer of the OEM, the Bidder should enclose Authorization Letter(s) from OEM addressed to NEEPCO mentioning the tender enquiry number. The person signing the Authorization Letter should be duly authorized by the respective OEM.
- Bidder must have Registered Office / Service Facilities either at Shillong or at Guwahati for last 3 to 5 years. Documentary details like Trade License along with other Statutory documents like Sales Tax Clearance, VAT, CST, PAN, Service Tax Registration etc. must be submitted as proof of office / service facility.
- The bidder should have supplied 100 licenses or more of Microsoft Office Software in a single order within a period of 5 years ending last day of the month previous to the one in which NIB is floated. (Copy of the supply order should be submitted).
- The bidder shall not have been blacklisted by any Government / Government agency in India. Self declaration 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. 1.11 crores (Rupees One Crore Eleven lakhs Only).

(ii) The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than Rs. 92.88 Lakhs (Rupees Ninety Two Lakhs Eighty Eight Thousand 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 the estimated cost of the work put to tender:

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**.

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 4.2 below.

4. **Participation in Bids**

4.1 **Portal Registration:**

The bidders intending to participate in the e-tendering and download the detailed bid document have to register themselves in the portal <https://neepco.abcprocure.com> . Relevant information about the bidder required during the registration is available in the portal.

4.2 **Vendor registration fee:**

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

After payment of vendor registration fee, the scanned copy of payment receipt should be sent along with the bidders’ details at email id: contract_neepco@yahoo.com and contract@neepco.gov.in to advise the service provider for approval of the Vendor.

If a vendor is already registered and going to participate in the tender, the vendor is to ensure that his registration in the system is valid till the completion of the entire bidding process.

4.3 **Procedure for payment of registration fee and bid fee**

Bidders shall make payment of non-refundable vendor registration fee of Rs.3000.00 (Indian Rupees Three thousand only) and non re-fundable bid fee of Rs.2000/-. (Indian Rupees Two thousand only) at the following Account:

Name of account : E Procurement Account, NEEPCO Ltd.,
Account No : 913020005982636, Axis Bank, Shillong.
IFS Code : UTIB0000270

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.

4.4 Bidders shall clearly indicate the head against which payment has been made at the above account in the following format:

(i)/NIB Nodated/Registration fee
(Name of bidder)

(ii)/NIB Nodated/Bid fee
(Name of bidder)

4.5 For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating their queries at e-mail id : contract_neepco@yahoo.com & contract@neepco.gov.in.

For any clarification related to e-procurement, registration in portal, bidders are requested to contact:

Phone No : 09436704369, 9402197818

e-mail ID : contract_neepco@yahoo.com & contract@neepco.gov.in.

Bidders may also contact e-Procurement Technologies Ltd. (Service Provider) having the following contact details for any guidance in vendor registration, submission of tender through e-tender portal.

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 |9374519729

5. Submission and opening of Bids

5.1 Bidders shall prepare and submit their bids in the electronic form in <https://neepco.abcprocure.com>. Online bidding forms will be available in the above website.

5.2 Bidders may view the tender opening results of techno-commercial and price bids in <https://neepco.abcprocure.com> by marking their presence for online tender opening.

6. Important Dates:-

(a) Start Date and Time for downloading of

bid document from <https://neepco.abcprocure.com>:

11.09.2015, 11.00 Hrs

(b) End date and time for downloading of bid document:

07.10.2015, 12.00 Hrs

(c) Last date & time for receipt of online bids:

07.10.2015, 14.00 Hrs

(d) Date & time of online opening of bids:

07.10.2015, 16.00 Hrs

In the event the last date specified for submission of bids and date of opening of bids is declared as a closed holiday for NEEPCO, the last date for submission of online bids remain unchanged, however, date of receipt of any hard copy of bid document and opening of bids will be the following working day at the appointed times.

7. Bidders are requested to visit <https://neepco.abcprocure.com> and “<http://www.neepco.gov.in>” regularly for any modification/clarification of the bid document.
8. Submission of bids shall not automatically construe qualification for evaluation. The Purchaser 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 Purchaser.

Sd/-

**Executive Director
(Contracts & Procurement)**