

North Eastern Electric Power Corporation Ltd.
Operation & Maintenance including House
Keeping of NEEPCO Guest House, Shillong



ISO: 9001, 14001
& OHSAS: 18001

Bid Document
Vol-1, Part-I: NIB



ISO: 9001, 14001,
& OHSAS: 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड
(मिनी रत्न, श्रेणी-I, भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(Mini Ratna, Category-I, Government of India Enterprise)

CIN No. U40101ML1976GOI001658, Website: www.neepco.co.in

Office of The Executive Director (Contracts & Procurement)

Brookland Compound :: Lower New Colony :: Shillong-793003, Meghalaya

Tel. No. 0364-2224582, E-mail: contract_neepco@yahoo.com



NIB No. 294 Dated 05-09-2018

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited, a Miniratna Category-I, Schedule-A Public Sector Enterprise under the Ministry of Power, Government of India, invites online electronic bids from prospective experienced bidders under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for rendering the service of "Operation & Maintenance including House Keeping of NEEPCO Guest House located in K.L. Complex, Opposite NEEPCO Office, Demseiniong, Shillong-793003".

2. **Scope of work:**

The scope of work under this tender covers the following:

- (i) Operation and maintenance of NEEPCO Guest House, which comprises of 14 rooms located at 4th Floor of K. L. Complex Building, Opp. NEEPCO Office, Demseiniong, Shillong-793003 including catering/ kitchen service.
- (ii) House-keeping and cleaning of entire Guest House area and drainage of the said NEEPCO Guest House premises.

The detailed scope of work including the materials /facilities to be provided by the department for performing the service is described in Volume-2 (Technical Specifications) of Bid Document.

3. **Bidding Procedure:**

The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system through online as follows:

Techno-Commercial Bid (Envelope No. 1): Shall contain Earnest Money Deposit (EMD), documents in support of Qualifying Requirements and Techno-Commercial Bid.

Price Bid (Envelope No. 2):

Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

4. **Period of Contract:**

The period of contract is for 3(three) years from the date of taking over the operation & maintenance activities from the Officer/Guest House in-Charge after issue of the Letter of Intent. The contract period may be extended after satisfactory completion of the currency of the contract as per requirement at the same rate, terms and conditions on mutual agreement.



5. **Earnest Money Deposit:** Rs. 1.75 Lakhs (Rupees One Lakh Seventy Five Thousand) only. The EMD may be paid /deposited as per procedure given in Part-II, Vol-1 of Bid Document. Without EMD or insufficient EMD value, the bid shall be rejected.

6. **Qualifying Requirements:**

6.1 **General Qualifying Requirement for the Bidder:**

- (i) The bidders (Individual/ Company/ Firm) should be registered entities in India. The bidders shall furnish the following documents/ details to submit the status of bidder, i.e. whether Proprietary concern, Registered Partnership firm, Company, etc.:

- (a) In case of Proprietary firm: Notarized copy of affidavit of Sole Proprietary.
- (b) In case of Partnership concern: Notarized copy of Partnership deed along with amendment, if any and proof of registration of firm.
- (c) In case of Company: Memorandum & Articles of Association, Certificate of Incorporation (Certificate of Registration).

- (ii) The bidder shall also furnish copies of the following Registration Certificates:

- (a) Registration for GST,
- (b) PAN (Permanent Account Number) for submission of Income Tax Return,
- (c) Registration with Employees Provident Fund Organization (EPFO),
- (d) Employees State Insurance Corporation (ESIC).

In the event the bidder is unable to furnish registration with EPFO, ESIC at the time of submission of bid, immediately on award of contract, the successful bidder will have to get themselves registered as required, obtain Code Number / Sub-Code Number as per the prescribed law and submit the same to the Owner.

- (iii) In case of award of contract to a non-tribal bidder, he is required to obtain a trading license from Khasi Hills Autonomous District Council (KHADC), Shillong and submit the same to the Owner for execution of the contract.

6.2 **Technical Qualifying Requirement:**

- (i) The bidder (Individual/Company/Firm) shall have experience of successful completion of similar nature of work i.e. running/operation and maintenance including house-keeping of Guest House in Government Department or Public Sector Undertakings or Autonomous Organisations or Government Institutes/ Universities or Local Bodies or any well reputed Hotels like 3/4 star/ITDC Hotels, fulfilling any one of the following during last 7 (seven) years, ending on the last day of the month previous to the one in which the tenders are invited:

- (a) 1(one) similar work costing not less than Rs. 69.97 Lakhs.

OR

- (b) 2(two) similar works costing not less than Rs. 43.73 Lakhs each.

OR

- (c) 3(three) similar works costing not less than Rs. 34.98 Lakhs each.

Note: Documentary evidence in support of the above experience in the form of work order/ Contact Agreement copy, work completion certificates shall be submitted along with the bids.

6.3 Financial Qualifying Requirement:

(i) Minimum Average Annual Turnover (MAAT):

Minimum Average Annual Turnover of the bidder shall be Rs. 43.73 lakh in the best three Financial Year out of the last 5(five) Financial year, ending on 31-03-2018. Other income shall not be considered for arriving at the minimum average annual turnover.

Copies of audited Balance Sheet and Profit & Loss account for the last 5(five) financial years, ending on 31-03-2018 along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the last financial years are not available, certified financial statements from a practising Chartered Accountant will be also considered acceptable.

Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6.1, 6.2 & 6.3 above, shall be submitted in Techno-Commercial Bids. The documents should be in the form of Certificate of Clients/ Owner. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.

7. Interested Bidders, who fulfil the qualifying requirements as mentioned under Clause 6 above, may download the Bid Document from <https://neepco.abcpocure.com> with effect from 05-09-2018 on payment of Vendor Registration fee and Bid fee as given under Clause 10 below.

8. Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria.

In line with the Policy Circular No. 1(2)(1)/2016-MA dated 10th 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, subject to meeting of quality and technical specifications.

The Startup Enterprises shall submit startup India recognition certificate issued by Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation in prior experience and prior turn over.

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

- 9.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Form-E, Vol-3 of 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 (DICs)
- Khadi and Village Industries Commission (KVIC)
- Khadi and Village Industries Board (KVIB)
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- MSEs registered under Udyog Aadhaar Memorandum (UAM) w.e.f. 18-09-2015.
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)



9.2 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.
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

9.3 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.

9.4 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.

9.5 **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 Clause 4.6, Part-II, Vol-1 of Bid Document.

10. Participation in Bids:

10.1 Portal Registration for e-tendering:

The bidders intending to participate in the e-tendering 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.

10.2 Portal registration fee:

The fees for Bidder Registration in the portal is Rs. 3,000.00 (Rupees three thousand) only per year (Non-refundable).

10.3 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 Register 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

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 Clause 11 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.

10.4 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 Bidder Registration, if any.

10.5 **BID FEE :**

Bidders shall have to make a BID FEE (non-refundable) of Rs. 2,360.00 including GST@18% (Rupees two thousand three hundred sixty) for participation in this instant NIB. The Bidder shall make the payment as detailed in Clause 11 below.

During payment of bid fee, Bidders shall clearly indicate the NIB No. against which the bid fee is paid.

10.6 For any clarification related to terms and conditions of Bid Document, bidders are requested to forward e-mail clearly stating their queries to tendering authority at e-mail id: **contract_neepco@yahoo.com**.

10.7 For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc., bidders may contact:-

E-Procurement Technologies Limited (ETL)

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

Phone No. : +91-79-4027 0564 | 555 | 563 | 507 | 548

Cell: +91-93745 19729 | +91-93286 57215

Support Help-Desk No. at NEEPCO Shillong.



Tel: 0364 – 2507270 / 8974665789

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

11 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.
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 fill up his Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate Portal Registration Fees, BID FEE, and EMD as applicable . In case of BID FEE and EMD payment, the Bidder shall indicate BID FEE 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 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.

12. Submission and Opening of Bids

- 12.1 Bidders shall prepare and submit their bids online in <https://neepco.abcpocure.com> as per timeline mentioned in Clause 14 below. Online bidding forms will be available in the above website. Submission of online bids is mandatory for consideration of the bids by NEEPCO.

Besides online submission, the following documents are required to be compulsorily submitted physically as part of Techno-Commercial Bid as stipulated at Clause 3.2.1(iii), Part-II, Vol-1 of Bid Document:

- Earnest Money Deposit (EMD) in the form of Bank Guarantee or Demand Draft or e-receipt of money paid through SB-COLLECT of State Bank of India, in original, as given in Clause 3.7(ii), Part-II, Vol-1 of Bid Document;
- Power of Attorney (as per format provided at Form-D, Vol-3 of Bid Document) in original.

The above documents shall be submitted by hand or by registered Post/ Courier in a sealed envelope superscripted as "*Hard Copy of documents against NIB No.... Dated for the work of(Name of work).....*" at the following address within the scheduled date and time mentioned in Clause 14 below.

The General Manager (C),
I/c Contracts & Procurement,
North Eastern Electric Power Corporation Ltd.,
Brookland Compound,
Lower New Colony,
Shillong – 793 003,
Meghalaya, India.
Tel: 0364-2225547
E-mail: contract_neepco@yahoo.com.

- 12.2 Bidders may view the tender opening results of Techno-Commercial and Price Bids in <https://neepco.abcpocure.com> by marking their presence for online tender opening.
13. **Bid validity:** 180(one hundred eighty) days from the date of opening of Techno-Commercial Bids.
14. **Tender timeline:**

End date & time for downloading of Bid	12:00 Hours of 08-10-2018
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Document:	
Last date & time for receipt of online bids:	14:00 Hours on 08-10-2018
Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
Date & time of online opening of Techno-Commercial bids:	16:00 Hours on 08-10-2018
Date & time of online opening of Price bids:	To be intimated later on to only those Bidders, who qualify in Techno-Commercial evaluation.

In the event the date for receipt of offline documents and date of opening of bids are declared as a closed holiday for NEEPCO then the date of submission of offline documents and opening of Bids will be the following working day at the appointed times.

15. Bidders are requested to visit <https://neepco.abcprocure.com>, NEEPCO website <http://www.neepco.co.in> and Central Public Procurement portal <http://www.eprocure.gov.in> regularly for any subsequent notice of Addendum/ Corrigendum to this Notice Inviting Bids.
16. The bidders are requested to adhere to the following:
 - i) Obtain individual Organization Digital Signature Certificate (DSC or DC) well in advance of bid submission deadline on Electronic Tendering System (ETS).
 - ii) Register your organization on ETS well in advance to comply with the stipulated tender timeline.
 - iii) Get your organization's concerned executives trained on ETS well in advance to comply with the stipulated tender timeline.
 - iv) There could be last minute problems due to internet timeout, breakdown, etc. Accordingly, the bidders are requested to submit the bid through online e-tendering system well before the bid submission end date and time as per Server System Clock. The Corporation shall not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
17. NEEPCO reserves the right to extend the last date and time for submission of Bid.
18. Submission of bids shall not automatically construe qualification for evaluation. 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 ground for the action of NEEPCO.

/s/ _____
General Manager (C)
I/c Contracts & Procurement