

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



Bid Document
Vol-1, Part-I: NIB



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(मिनी रत्न, श्रेणी-I, भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(MINI RATNA, CATEGORY-I, GOVT. 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.co.in

NIB No. 357 Dated 08-05-2020

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited (NEEPCO Ltd.) invites online electronic bids from prospective experienced bidders under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for carrying out 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 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 suitably extended after satisfactory completion of the currency of the contract as per requirement, if any.

5. **Earnest Money Deposit:** Rs. 1.99 Lakh (Rupees One Lakh Ninety Nine 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 copies of the following documents/ certificates:

- (a) Status of bidder, i.e. whether Proprietary concern, Registered Partnership firm, Company, etc. by submitting the following documents whichever is applicable:
- In case of Proprietary firm: Notarized copy of affidavit of Sole Proprietary.
 - In case of Partnership concern: Notarized copy of Partnership deed along with amendment, if any and proof of registration of firm.
 - In case of Company: Memorandum & Articles of Association/Certificate of Incorporation (Certificate of Registration).
- (b) Registration for GST.
- (c) PAN (Permanent Account Number) for submission of Income Tax Return.
- (d) Registration with Employees Provident Fund Organization (EPFO).
- (e) Registration with 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 shall 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.

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

6.2 Technical Qualifying Requirement:

- (i) The bidder shall have minimum 1(one) year experience of successfully executing '**similar nature of work**' * in Government or Private entities as a contractor, fulfilling 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) at least 1(one) contract of similar nature of work valued at Rs. 1.40 lakh** per month.

Or

- (ii) The bidder shall have minimum 1(one) year experience of successfully executing operation and maintenance of a Hotel of minimum 2-star category, during last 7 (seven) years, ending on the last day of the month previous to the one in which the tenders are invited.

Note:

1. * '**similar nature of work**' shall mean operation and maintenance of a Guest House/ Inspection Bungalow/ Circuit House involving housekeeping & kitchen service.
2. ** The contract value of similar nature of work of Rs. 1.40 lakh per month under Technical Qualifying Requirement shall include cost of labour/manpower excluding cost of any food items.
3. Documentary evidence in support of the above experience, satisfactory work completion certificate shall be furnished along with the bids for establishing eligibility. The documents should be in the form of Certificate of Clients/ Owner.

**6.3 Financial Qualifying Requirement:****(i) Minimum Average Annual Turnover (MAAT):**

Minimum Average Annual Turnover of the bidder shall be Rs. 49,66,144.00 (Rupees Forty Nine Lakh, Sixty Six Thousand, One Hundred and Forty Four only) in the best three Financial Years out of the last 5(five) Financial years. Other income shall not be considered for arriving at the minimum average annual turnover.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account and other financial statements for the best three Financial Years in last 5(five) Financial years certified by a practicing Chartered Accountant / Certified Public Accountant (CPA) indicating the Annual financial turnover and latest Banker's Certificate in support of solvency not earlier than 30(thirty) days prior to the latest date for submission of bids shall be furnished along with their bids.

6.4 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. 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://etenders.gov.in> on Bidder registration in the portal.

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

In line with 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", the Criteria of Prior Turnover and Prior Experience are relaxed as below for Micro & Small Enterprises, subject to meeting of quality and technical specifications:

(i) Technical Qualifying Requirement:

Stipulations in Clause 6.2(i)(a) above has been relaxed as below:

"at least 1(one) contract of similar nature of work valued at Rs. 1.10 lakh per month."

The above relaxation shall be applicable only to those MSE bidders who are registered as MSE with appropriate authority for trade similar to the tendered job, for which the bidder shall submit document such as MSE registration certificate for such registration.

Or

Stipulations as stated in Clause 6.2(ii) above.

(ii) Financial Qualifying Requirement:

MSE bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as MSE registration certificate.

(b) For Startups:

In line with DPE O.M. No. DPE/7(4)/2007-Fin Dated 08-11-2016 on "Relaxation of Norms for Startups Medium Enterprises in Public Procurement Regarding Prior Experience - Prior Turnover criteria" and as per Section 2.1(5) of "Action Plan for Startup India" announced by the

Government of India in Jan 2016, the Criteria of Prior Turnover and Prior Experience are exempted for the Startups, subject to meeting of quality and technical specifications.

Startup bidders shall be offered exemption from Prior Experience Criteria, provided the bidder submits document such as Startup recognition certificate to prove bidder's recognition in trade similar to the tendered job. Startup bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as Startup recognition certificate.

The definition of "Startups" is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion) dated 17th February 2016 and all other subsequent directives/guidelines thereof. The Startup Enterprises shall submit startup India recognition certificate issued by Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry, Government of India 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
 - Khadi and Village Industries Commission
 - Khadi and Village Industries Board
 - Coir Board
 - National Small Industries Corporation (NSIC)
 - Directorate of Handicrafts and Handloom
 - MSEs having under Udyog Aadhaar Memorandum
 - Any other Body specified by Ministry of Micro, Small and Medium Enterprises.
- 9.2 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 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.
- 9.3 The MSEs bidder/ entrepreneurs claiming to belong to Scheduled Caste (SC) or Scheduled Tribe (ST) category, shall furnish necessary SC/ST certificate issued by Competent Authority in support of their cast/tribe in addition to certificate of registration with any one of the agencies mentioned above at Clause 9.1. MSE owned by SC/ST shall satisfy any of the following:
- In case of proprietary MSE, proprietor(s) shall be SC /ST.
 - In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
 - In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- 9.4 The MSEs registered with any one of the above mentioned agencies/ bodies are exempted from payment of Bid Fee 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.

The Startup bidders are also exempted from payment of Earnest Money Deposit (EMD).

The definition of "Startups" is as per the Gazette Notification of the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion) dated 17th February 2016 and all other



subsequent directives/guidelines thereof. The Startup Enterprises shall submit startup India recognition certificate issued by Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry, Government of India.

- 10 The detailed scope of works and other terms and conditions are elaborated in the bid document. For any clarification related to terms and conditions of Bid Document, bidders are requested to send their queries online at <https://etenders.gov.in> under "Seek Clarifications" within the timeline stipulated in the system.

Alternatively, the bidders may also forward e-mail clearly stating their queries to tendering authority at e-mail id **contract@neepco.co.in**. Bidder may contact in regard to the instant NIB at 2308491 / 2308503.

11 Participation in Bids:

11.1 E-Tendering / E-Procurement:

This tender is being processed through e-tendering/e-procurement system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/uploaded through above e-tendering system. Guidelines for e- tendering system are available on e- tender portal.

11.2 Registration for Participation in Bids:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (**URL: <https://etenders.gov.in/eprocure/app>**) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Class III Certificates with signing key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi. Bidder can then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Bidders are requested to get themselves enrolled on the e-Procurement Portal (**URL: <https://etenders.gov.in/eprocure/app>**) well in advance and no extra time will be considered for submission of bids for the delay in enrolling on the e-Procurement portal.

For registration and other e-procurement portal related queries, bidder may contact NIC at Mr. Akash Thadani, Database Administrator, National Informatics Centre, Meghalaya State Centre, Shillong at mobile no. 8787522181, e-mail: akashthadani1@gmail.com.

11.3 Bid fee:

Bidders shall have to pay Bid Fees (non-refundable) of Rs. 2360.00 (Rupees two thousand three hundred sixty) including GST @18% (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT) for participation in this instant NIB.

The bidder shall make the payment **through “SB-COLLECT” of State Bank of India** as per procedures/steps elaborated in Clause No. 11.4 below.

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.

11.4 The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of EMD & Bid Fee):

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” in this case.
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 filled up his Company/ Firm Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate BID FEE or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. XX 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 . 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 bidders 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).

The system generated receipt shall be downloaded for submission as per bid document.

12 Submission and opening of Bids

12.1 Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website.

Bids will be opened on the stipulated date in the office of the ED(C&P), NEEPCO Ltd, Shillong.

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:

- a. **Earnest Money Deposit (EMD) in the form of Bank Guarantee 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;**
- b. **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. 357 Dated 08-05-2020 for the service of Operation & Maintenance including House Keeping of NEEPCO Guest House located in K.L. Complex, Opposite NEEPCO Office, Demseiniong, Shillong-793003**" at the following address within the scheduled date and time mentioned in Clause 14 below.

The Chief General Manager (C),
I/c Contracts & Procurement,
North Eastern Electric Power Corporation Ltd.,
Brookland Compound, Lower New Colony,
Shillong – 793 003, Meghalaya, India
Tel: 0364-2227784

12.2 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

12.3 The bidder shall refer to the Instruction for online bid submission given at Appendix-A in Part-II, Vol-1 of Bid document.

13 **Bid validity:** 180(one hundred eighty) days from the date of opening of Techno-Commercial Bids.

14 Tender timeline:

a	Date of Commencement of downloading of bid document from https://etenders.gov.in :	08-05-2020
b	End date & time for downloading of Bid Document:	Upto 14:00 Hours of 08-06-2020
c	Last date & time of receipt of queries from prospective bidders :	Upto 14:00 Hours of 22-05-2020
d	Last date & time for receipt of online bids:	Upto 14:00 Hours on 08-06-2020

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ISO: 9001, 14001
& OHSAS: 18001

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e	Last date & time for receipt of offline documents to be submitted as per bid conditions:	Upto 14:00 Hours on 15-06-2020
f	Date & time for opening of Techno-Commercial bids online:	At 14:00 Hours on 09-06-2020
g	Date & time for opening of Price bids online:	Date & time shall be intimated separately to those Techno-Commercially qualified 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://etenders.gov.in> and <http://www.neepco.co.in> regularly for any subsequent notice of Clarification/Amendment/Corrigendum to the bid document.
- 16 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.


08/05/2020
(S. Goswami)

Chief General Manager (C)
I/c Contracts & Procurement