

North Eastern Electric Power Corporation Ltd.

Hiring of Vehicle for NEEPCO Ltd., Shillong.



ISO: 9001, 14001
& OHSAS: 18001

Bid Document
Section 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



NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

NIB No. 290 Dated 13-08-2018

North Eastern Electric Power Corporation Ltd., (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India, invites **e-tenders** from reputed and experienced bidders under the Single-Stage Two-Envelope bidding system with 90 days validity for supply of brand new vehicle on monthly hire charge basis at Corporate Office, NEEPCO Ltd., Shillong.

The Scope, Qualifying requirements and other terms & conditions of this NIB are indicated hereunder:

1. Scope :

Supply of brand new vehicle as per specification for a period of 4(four) years.

NEEPCO require to hire the following type of vehicles on monthly hire charge basis:

- Maruti Swift Dzire (A/C) (Petrol) – BS-IV/V Norms – 3(three) nos.
- Mahindra Bolero (Diesel) – BS-IV/V Norms – 3(Three) nos.
- Ranault Duster (Diesel) – BS-IV/V Norms – 1(one) no.

The vehicle shall be utilized by NEEPCO officials, staffs and for any other purposes in connection with the affairs of the Corporation and will be stationed at Shillong and may be required to go outside from the place of their station/location, but mostly within the North Eastern Region of the country.

As the vehicle shall be taken on 24 hours per day basis, use of vehicle for supplier's personal interest shall not be permitted. The driver shall be provided by the supplier at no extra cost to NEEPCO, and shall maintain the daily log book properly.

2. Contract period :

The contract period shall be 4(four) years from the date of placement of vehicle for service after issue of Letter of Intent (LOI). The contract may be extended for further period as decided by the Competent Authority at the same rate & terms and conditions of initial contract on mutual consent and subject to satisfactory performance of the vehicle contract.



3. Qualifying Requirement for Bidders:

A bidder shall participate in any one type of vehicle or combination of different types of vehicles as indicated above, subject to meeting the Qualifying requirement mentioned hereunder.

The bidder must ensure that he submits only 1 (one) bid as per his choice for any one type of vehicle or combination of different types of vehicles. A bidder who submits or participates in more than 1 (one) bid against any one type of vehicle or combination of different types of vehicles, shall be disqualified.

- 3.1 The bidder should be a registered and well established reputed Transport Agencies/ Firms/Contractors. Proof of this effect to be enclosed along with the tender
- 3.2 The bidder must have a minimum three years experience in supplying cars on hire basis to any Central/State Govt. Govt. Departments/PSUs/ Banks/Educational Institutes. The bidder will be required to submit proof of successful and satisfactory completion of service from at least three contracts/works in any Central/State Govt. Govt. Departments/PSUs/ Banks/Educational Institutes. The certificate of successful and satisfactory completion of service shall have to be submitted.

3.3 Minimum Average Annual Turnover (MAAT):

Minimum Average Annual Turnover of the bidder in the best 3 (three) financial years out of the last 5 (five) financial year, ending 31st March of the previous financial year (i.e. 2017-18) should not be less than the amount mentioned hereunder:

Name	SwiftDzire (Petrol) (in Rs.)	Mahindra Bolero (Diesel) (in Rs.)	Renault Duster (Diesel) (in Rs.)	Type
MAAT / Vehicle quoted	7 Lakhs	7.25 Lakhs	11.25 Lakhs	Each vehicle

Other income shall not be considered for arriving at the minimum average annual turnover.

Copies of Audited Annual Report/Financial Statements certified by a Chartered Accountant indicating the Annual financial turnover, for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practising Chartered Accountant will be also considered acceptable.

4. General Requirements:

- 4.1 The bidder shall furnish the following:



- (a) Registration for GST;
- (b) PAN (Permanent Account Number) for Income Tax
- (c) Trade License
- (d) ESIC and EPF registration certificate
- (e) Solvency certificate from the bankers specifying the various credit limits allowed and consumed and the amount for which the bidder can be considered good.
- (f) Details of list of vehicles owned and operated by bidder.

4.2 The bidders shall also provide satisfactory evidence with respect to the following:

- The bidder should submit an undertaking along with the Bid to the effect that it has not been declared blacklisted/debarred from participating in/award of tenders/works/services on account of defaults/poor performance/failure to execute awarded works/services, discharge any obligations or abandonment of any works/services contracts by NEEPCO or the Central/State Government or Govt. Organizations/Govt. Departments or any PSU or autonomous Bodies/Authorities or other Govt. Authorities; not have been booked/charge sheeted by Investigating Agencies and no criminal, fraud, corruption cases or charges is proceeding against them in a Court of Law as on the latest date of Bid submission; not made misleading or false representation(s) in the forms/statements/attachments submitted in proof of the qualification requirements.

4.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any bank.

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

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

5.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Form D, Section-IV) declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant document/ certificate issued by any of the Authority mentioned below:

- District Industries centers
- Khadi and Village Industries Commission
- Khadi and Village Industries 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)

The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs; the SC/ST certificate issued by District Authority must be submitted in addition to certificate



of registration with any one of the agencies mentioned above. The bidder shall be responsible to 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.

- 5.2 The registration certificate 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.
- 5.3 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.
- 5.4 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of Bid Fees and Earnest Money Deposit (EMD).**

6 Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and Prior Turnover criteria:

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

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

7 Participation in Bids:

7.1 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.abcpurchase.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.

**7.2 Portal registration fee:**

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

7.3 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 Cl. No. 8 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.

7.4 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.

7.5 BID FEE



Bidders shall have to make a BID FEE (non-refundable) of Rs. 2,000/- (Rupees Two thousand) only for participation in this instant NIB. The Bidder shall make the payment as detailed in Clause 8 below.

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

- 7.6 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 neepcovehicletender@gmail.com and may contact in regard to the instant NIB at Senior Manager(HR), Admn., NEEPCO Ltd., Brookland Compound, Lower New Colony, Shillong – 793003, [Meghalaya].
- 7.7 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

- 8 The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of portal registration fee, Bid Fee, EMD etc.):**

STEP	The bidder shall visit url/web page
STEP-1	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) FillCaptcha. 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.

9 Bidding Procedure & Time line:

The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form 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.

Bid Validity	90 days from the date of opening of Bids.
Last date & time of downloading of bid document:	12:00 hrs. on 11-09-2018
Last date & time for submission of online bids:	14:00 hrs. on 11-09-2018

Opening of Techno-Commercial bids (Envelope -1)	16:00 hrs. on 11-09-2018
---	--------------------------

In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the bids shall be submitted by the bidders as per stipulated time, however, the date of opening of bids will be the following working day at the appointed times.

10 Earnest Money:

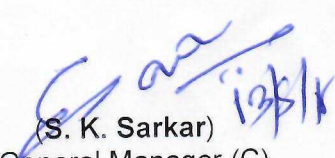
Earnest Money Deposit (EMD) shall be as given below:

Name	SwiftDzire (Petrol) (in Rs.)	Mahindra Bolero (Diesel) (in Rs.)	Renault Duster (Diesel) (in Rs.)	Type
Earnest Money / Vehicle quoted	35,000.00	40,000.00	60,000.00	Each vehicle

The EMD may be paid /deposited as per procedure given in Section-II of the detail bid document. Without EMD or insufficient EMD value, the bid shall be rejected.

11 Submission and opening of Bids:

- 11.1 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.
- 11.2 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.
- 11.3 Bidders are requested to visit <https://neepco.abcprocure.com> and <http://www.neepco.gov.in> regularly for any modification/clarification of the bid document.
- 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.


(S. K. Sarkar)
General Manager (C)
I/c Contracts & Procurement