

North Eastern Electric Power Corporation Ltd.

Consultancy services along with preparation of documents in connection with implementation of IMS as per latest standards of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018



ISO: 9001, 14001
& OHSAS: 18001

Bid Document
Part-1 : 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. 301 Dated 18-01-2019

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited (NEEPCO Limited), a Mini Ratna, Category-1, Government of India Enterprise, invites online electronic bids from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Single-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the Consultancy services along with preparation of documents in connection with implementation of Integrated Management System (IMS) as per latest standards of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at 7(seven) Projects/ Offices of NEEPCO as mentioned in Clause 2 hereof. The NEEPCO is the largest power utility and profit making organization in the North Eastern Region of India. The Corporation acquired Integrated Management System (IMS) comprising of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 against various Offices/Plants.

2. Scope of Service/ Work:

The Scope of Service/ Work under this tender covers the following:

Consultancy services along with preparation of documents in connection with Implementation of Integrated Management System (IMS) as per latest standards of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 at:

SN	Name of Project, Location and Manpower	Distance	ISO Standard	Scope of work of Project/Office
1.	Tuirial Hydro Electric Plant (TrHEP), Turial, Kolasiv District, Mizoram. Manpower:- 123 Nos.	420KM from Guwahati (Appox)	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Generation of Electricity through Hydroelectric Power Plant (60MW) including Operation & Maintenance of the Plant.
2.	Pare Hydro Electric Plant (PaHEP), Doimukh, Dist: Papumpare Arunachal Pradesh. Manpower:- 270 Nos	300KM from Guwahati (Appox)	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Generation of Electricity through Hydroelectric Power Plant (110MW) including Operation & Maintenance of the Plant.
3.	Coordination Office, Bhikaji Kama Place New Delhi-110066. Manpower:-34 Nos	From Airport:- 12 KM From Rly Station:- 12 KM	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Liasoning, Coordination and Correspondence with Govt. Officials, CPSE and others as required from Head Quarter in connection with power Project.
4.	Coordination Office Kolkata, DS-1 Maniktola, Civic center, CIT scheme No.VII-M, 1/16 VIP Road, Kankurgachi, Kolkata-700054. Manpower:- 10 Nos	From Airport-10KM From Rly Stations:- Sealdah:- 12 KM.	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Correspondence with Customs for Power Project/Plant and handling of Consignment, Testing, of Power Project/Plant materials, Correspondence with Govt. Officials, CPSE

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		Howrah:- 20 KM.		& others as required from Head Quarter.
5.	Project (Hydro) Office, Guwahati, R.G. Baruah Road Dist:- Kamrup (M), Guwahati-781005, Assam. Manpower:- 22 Nos	From Airport- 35KM From Rly Stations:- Ghy. 10 KM	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Monitoring and assisting the execution of the ongoing and commissioned Hydel Projects for its successful completion.
6.	Material Management Wing, Guwahati, R.G. Baruah Road Dist:- Kamrup (M), Guwahati- 781005, Assam. Manpower:- 7 Nos	From Airport- 35KM From Rly Stations:- Ghy. 10 KM	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Procurement and dispatch of construction materials for projects of the Corporation.
7.	Survey & Investigation Office, Guwahati, R.G. Baruah Road Dist:- Kamrup (M), Guwahati- 781005, Assam. Manpower:- 3 Nos.	From Airport- 35KM From Rly Stations:- Ghy. 10 KM	ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018.	Survey & Investigation activities of all power project to be taken up by NEEPCO.

The detailed Scope of work is described in Part-4 (Terms of Reference) and Part-6 (Price Schedule) of Bid Document.

3. Bidding Procedure:

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

Single Envelope: shall contain Techno-Commercial Bid [Earnest Money Deposit (EMD), bid fee, documents in support of Qualifying Requirements, Tender Forms & Data Sheets)] and Price Bid.

4. Time of Completion:

Time of completion is 04 (four) months from the date of issue of Letter of Intent or till recommendation of certification by concerned certifying body. Further extension of time beyond 04 (four) months if required due to delay in recommendation of certification by concerned certifying body for valid reason, shall be granted on recommendation of HoP/HoD of the respective locations/ Engineer-In-charge, without any extra financial involvement to the Corporation. The scope of Consultant ceases with the recommendation for certification by certifying body.

5. Earnest Money Deposit (EMD): Rs. 39,700.00 (Rupees thirty nine thousand seven hundred) only. The EMD may be paid /deposited as per procedure given in Part-2 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:

- The bidders (Individual/ Company/ Firm) should be registered entities in India. The bidder shall furnish copies of the following Certificates:
 - Company registration or Trade License
 - Registration for GST
 - PAN for submission of Income Tax Return
 - Registration with Employees Provident Fund Organization (EPFO),



(e) Employees State Insurance Corporation (ESIC).

6.2 Technical Qualifying Requirement:

i) The bidder (Individual/Company/Firm) shall have successfully completed similar works i.e. Consultancy services along with preparation of documents in connection with implementation of Integrated Management System (IMS) as per latest standards of ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 in Government or private entities, fulfilling any one of the following during the 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) similar works valued at Rs. 15.89 lakhs or more,

Or,

(b) at least 2(two) similar works each valued at Rs. 9.93 lakhs or more,

Or,

(c) at least 3(three) similar works each valued at Rs.7.94 lakhs or more.

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. 39.72 lakhs in the best three Financial Year out of the last 5(five) Financial year, ending 31st March of the previous financial year. Other income shall not be considered for arriving at the minimum average annual turnover.

ii) Liquid Asset:

The bidder should have liquid assets or / and evidence to availability of unutilised credit facilities of not less than Rs. 12.41 lakhs. The Certificate of Banker regarding the availability of unutilised credit facilities (Fund based and non-fund based) shall not be dated earlier than 30(thirty) days prior to the latest date for submission of bids.

Liquid Asset = Current Asset – (Inventory + Pre-paid expenses).

iii) Net Worth:-

The Net worth of the bidder as on last day of the preceding financial year, ending 31st March of the previous financial year shall 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:

Available 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). An escalation factor of 5% per year shall be applied to arrive at the 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 (as on the latest date for bid submission) to be completed in next "N" years.



Bid capacity shall be assessed at the time of submission of Bid, for which the Bidder shall have to submit documentary evidence in support of "A" & "B" above or declaration/certificate from a practising Chartered Accountant/ statutory auditors in support of "A" & "B" above along with their Bid.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute 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.

Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6.1, 6.2 & 6.3 above, shall be submitted in the 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.**

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 Terms of Reference.

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, Part-5 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:
 - o District Industries Centers (DICs)
 - o Khadi and Village Industries Commission (KVIC)
 - o Khadi and Village Industries Board (KVIB)
 - o Coir Board
 - o National Small Industries Corporation (NSIC)
 - o Directorate of Handicrafts and Handloom
 - o MSEs registered under Udyog Aadhaar Memorandum (UAM)
 - o Any other Body specified by Ministry of Micro, Small and Medium Enterprises (MoMSME)
- 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 successful bidder should ensure that the same is valid till the end of the contract period. 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 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.

9.4 **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-2 of Bid Document.

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 forward e-mail clearly stating their queries to tendering authority at e-mail id contract_neepco@yahoo.com. Bidder may contact in regard to the instant NIB at 0364-2308503.

11. Registration for Participation in Bids

- a. 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 Enrollment" on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. 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.
- d. 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.
- e. 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.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

12. BID FEE

Bidders shall have to pay BID FEES (non-refundable) for participation in this instant NIB of Rs.1000.00 (Rupees one thousand) plus GST @18% (SAC Code 9984) (NEEPCO, Shillong GST NO.: 17AAACN9991J1ZT).

The bidder shall make the payment through "SB-COLLECT" of State Bank of India as per procedures/steps elaborated in Cl. No. 14 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. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to contract_neepco@yahoo.com.

13. Submission and opening of Bids

13.1 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 stipulated at Clause 3.2.1(iii), Part-2 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-2 of Bid Document;
- b. Power of Attorney (as per format provided at Form-D, Part-5 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 16 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.

- 13.2 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.
- 13.3 The bidder shall refer to the Instruction for online bid submission given at Annexure-1 in Part-2 of the bid document.
14. The procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of 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 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

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	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.

15. **Bid validity:** 180(one hundred eighty) days from the date of opening of Bids.

16. **Tender timeline:**

Date of Commencement of downloading of bid document from https://etenders.gov.in	19-01-2019
End date & time for downloading of Bid Document:	12:00 Hours of 17-02-2019
Last date & time for receipt of online bids:	14:00 Hours on 17-02-2019
Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
Date & time of online opening of bids:	16:00 Hours on 18-02-2019

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.

17. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum/addendum/modification/clarification of the bid document.

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.


18/01/19
(S. Goswami)

General Manager (C)
I/c Contracts & Procurement