



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

Tender for providing manpower towards running and maintenance including housekeeping of NEEPCO Transit Camp located at Mazgaon (Near Science Academy), P.O. Nikamul (Tezpur), Dist. Sonitpur, Assam-784001
Coordination Office
NEEPCO, Guwahati-781005
Section-I.
Notice Inviting Tender & Information to the Bidder-

NIB No. 01 Dtd. 26.8.2019

Tender (Through e-tendering process only)

For

Work contract for providing manpower towards running and maintenance including housekeeping of NEEPCO Transit Camp located at Mazgaon (Near Science Academy), P.O. Nikamul (Tezpur), Dist. Sonitpur, Assam-784001.

1. NEEPCO Ltd. invites **online electronic bids** through e-tendering process from competent and experienced contractors under (Single-Stage-Two-Envelop Bidding System) for "Providing manpower towards running and maintenance including housekeeping of NEEPCO Transit Camp located at Mazgaon (Near Science Academy), P.O. Nikamul (Tezpur), Dist. Sonitpur, Assam-784001" with 90 (Ninety) days validity from the date of opening of the Bid.

2. E-Tendering / E-Procurement

This tender will be processed through e-tendering/e-procurement system. The bidding documents are to be downloaded, filled in bids are to be submitted/uploaded through e-tendering system of NEEPCO Ltd. at <https://etenders.gov.in>.

3. Participation in Bids

3.1 Portal Registration:

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

4. Credentials of the bidders.

Bidders are to submit the following particulars along with the detailed Bid Documents in support of the Qualifying Requirements.

- i) Documentary evidence of Registered Company or Partnership company or Proprietorship company.
- ii) Documentary evidence of EPF registration and payment of EPF contribution against employees regularly.
- iii) Documentary evidence of Registration under ESI act, 1948.
- iv) Documentary evidence of GST Registration certificate.
- v) Documentary evidence of registration with Department of Labour.
- vi) Copies of latest Income Tax Clearance Certificate or PAN
- vii) Copies of experience in this field as per Clause No. 13 of GTC, Section-II.
- viii) Documentary evidence in respect of **annual turn over**

5. Submission and opening of Bids

- 5.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this website after vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.



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5.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.

- a) Bid Fees as detailed in Clause No. 14.
- b) Earnest Money Deposit (EMD) detailed in Clause No. 14.
- c) Credentials as per Clause No. 4.0.

These offline documents shall reach this Office within the scheduled date and time mentioned below.

5.3 Documents to be submitted in offline mode as specified above shall be contained in a sealed envelope and the same shall be submitted by the Bidder duly marking these envelope as **"Bid for Providing manpower towards running and maintenance including housekeeping of NEEPCO Transit Camp located at Mazgaon (Near Science Academy), P.O. Nikamul (Tezpur), Dist. Sonitpur, Assam-784001."** along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The DGM (C), Coordination, NEEPCO, R.G. Baruah Road, Guwahati-781005."

5.4 Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.

5.5 The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.

6. Bidders are requested to visit <https://etenders.gov.in> regularly for any modification/clarification of the detailed bid document.

7. Submission of bids shall not automatically construe qualification for evaluation. The Corporation 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 such action on the part of the Corporation.

8. Tenderers are advised to contact the DGM (C), Coordination, for execution of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the Tender shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.

9. The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:

10. If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.

11. If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the Power of Attorney for the firm and signing the tender in which case certified copy of the partnership deed and current business of all the partners of the firm shall also accompany the tenders.

12. If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a



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certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.

13. On award of work the Contractor shall ensure that their workers are registered with the Assam Building & Other Construction Workers' Welfare Board as per the procedure mentioned in the Act and Rules.
14. **IMPORTANT DATES AND EARNEST MONEY DEPOSIT (EMD)/BID SECURITY/BID FEE DETAILS:**

Earnest Money Deposit (EMD) / Bid Security in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 32200.00 (Rupees Thirty Two Thousand, Two Hundred) only
Bid Document Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 500.00 (Rupees five hundred) only
Date of commencement of downloading of bid document from www.neepco.gov.in and https://etenders.gov.in .	w.e.f. 10.00 Hrs. of 30.8.2019
Last date & time for receipt of online bids:	1200 Hrs. of 23.9.2019
Last date & time for receipt of offline bids documents to be submitted as per NIB condition:	1200 Hrs. of 23.9.2019
Date & time of online opening of bids	1400 hrs. of 24.9.2019

Bid Document not received within the specified time and date shall not be considered for evaluation. Tender submitted without Earnest Money Deposit (EMD) shall be out rightly rejected.

NEEPCO reserves the right to extend the last date and time for submission of Bid.

DGM (Coordination)
NEEPCO Ltd., Guwahati