

SECTION 4.4.1 Prequalification Procedure (Two Stage Two Envelope)

1. Whenever pre-qualification (PQ) of firms is required to be undertaken prior to inviting bids for EPC/Package(s), the same shall be specifically brought out in the proposal for approval of Package List, along-with reasons and justification for resorting to PQ so that the same gets approved with the Package List(as per Clause 1 of Section 4.4.2).
2. Once the proposal as above is approved by CMD/Board, ED(C&P) shall initiate suitable action for approval of the Qualifying Requirements (QR) for PQ by D(T), after due Finance vetting/concurrence. Since the PQ will normally be required to be done much before the BOQ of the Package in question is finalised, the approved/sanctioned Cost Estimate shall form the basis for the purpose of financial criteria of the QR for PQ. (May be read in conjunction with Section 4.1 Clause 2.1).
3. Immediately after the QR for PQ is approved by D(T), ED(C&P) shall prepare the document for Request for Qualification (RFQ). The document so prepared shall be vetted by the Corporate Finance Wing, for its approval by the ED(C&P). Concurrently, an officer not below the rank of Manager in the C&P Department shall initiate the proposal for approval of Notice Inviting RFQ and put up for approval of the ED(C&P). Further action for publication of the Notice for RFQ in the Press shall be taken by Tendering Authority in line with the procedure for publication of IFB as described in Clause No. 4 of Section 4.2. Normally a period of 2(two) weeks from the date of publication of the Notice shall be given for purchase of RFQ documents by the firms. Immediately on start of the sale of bid documents, soft copies of the bid documents will be made available to the IT Department from O/O ED(C&P) for uploading the same in NEEPCO's website to facilitate downloading by prospective bidders seeking pre-qualification. While uploading the bid documents, the bidders will be requested to submit the cost towards the same on or before submission of their bids. The action towards this shall be taken by head of IT Department. Bids not accompanied by the cost of bid documents will be rejected. The deadline for submission of RFQ by the prospective bidders shall be 6(six) weeks after the close of sale/issue of RFQ document.
4. Addendum/corrigendum, if any, to the RFQ may be issued by C&P Department to the bidders not later than 15(fifteen) days prior to the submission date.
5. Bidders may send their query on the RFQ to NEEPCO not later than 30(thirty) days prior to the closing date. All queries will be answered by NEEPCO not later than 15(fifteen) days prior to the closing date for submission by means of a letter/e-mail/facsimile to all the bidders. This letter/e-mail/facsimile will contain all questions received and all answers given without disclosing the source of such questions.
6. The bids submitted in person will be received by an Officer and witnessed by another Officer designated by the ED(C&P) who will not be below the rank of Engineer.
7. The Bid Opening Committee for the RFQ Applications, comprising representatives from the C&P and Finance Departments, shall be constituted by ED(C&P), prior to deadline for submission of RFQ.
8. Once the RFQs are received and opened, the same shall be examined and evaluated in office of the ED(C&P), ED(D&E), other concerned Authority and in Corporate Finance. As a first step the RFQs shall be examined to ascertain whether the

- information and supporting documents furnished by the bidders are sufficient to determine the qualification status of the firms with regard to the stipulated QR. If further clarification or additional documents are required, the same shall be listed out and put up a proposal to obtain clarification/additional documents for approval of GM(C&P)/DGM(C&P). Once the approval is obtained, the concerned Officer not below the rank of Sr. Manager shall write to the bidders asking them to furnish the clarification/additional document, for which a time period of not more than 15(fifteen) days shall be allowed to the bidders. After considering the clarifications/additional documents furnished by the bidders, the RFQs shall be examined and evaluated in details in C&P office as per the evaluation procedure given in the RFQ Document. The bidders, who are not found to meet the QR, shall not be considered any further. In case of other bidders including those with marginal shortfall in meeting the stipulated qualification requirement, if required, further clarification/documents may be sought in the manner described above. After considering the same, the evaluation report for pre-qualification of the firms, inter - alia, containing the list of bidders recommended to be pre-qualified, shall be put up for approval of ED(C&P), after obtaining finance concurrence.
9. Upon approval of the evaluation report by ED(C&P) and after obtaining concurrence of the funding agency, wherever applicable, the firms shall be intimated of their pre - qualification status by the concerned Officer not below the rank of Sr. Manager. The process of pre - qualification shall be completed as per the normal time schedule as indicated in Section 3.4.
 10. **For pre-qualification or enlistment purposes, bidders shall not be required to furnish EMD/Bid Security.**