

North Eastern Electric Power Corporation Ltd.

Providing, fitting & fixing of False Ceiling at
R.R.Colony Community Hall (Ground Floor) at
R.R.Colony, Shillong-793006



ISO: 9001, 14001
& 45001

Bid Document
Part-1: NIB



ISO: 9001, 14001
& 45001

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 HOP, Township & Estate Division

Brookland Compound:: Lower New Colony :: Shillong-793003, Meghalaya

Tel. No. 0364-2222790, E-mail: estate_neepco@rediffmail.com

NIB No. 03 Dated 30-03-2022

DETAIL NOTICE INVITING BIDS (E-TENDER)

(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited invites online electronic bids from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the work of "Providing, fitting & fixing of False Ceiling at R.R.Colony Community Hall (Ground Floor) at R.R.Colony, Shillong-793006".

2. **Scope of work:**

The scope of work under this tender covers the following:

"Providing, fitting & fixing of False Ceiling at R.R.Colony Community Hall (Ground Floor) at R.R.Colony, Shillong-793006".

The detailed scope of work is described in Part-4 (Technical Specifications) of Bid Document.

3. **Estimated Cost: Rs. 7,90,428.00** (Rupees seven lakh ninety thousand four hundred twenty eight) only.

4. **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.

5. **Time of Completion:**

The time of completion shall be 45 (forty five) days from the date of placement of the Letter of Intent.

6. **Earnest Money Deposit:** Rs. 15,800/- (Rupees fifteen thousand eight 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.

7. **Qualifying Requirements:**

- 7.1 **General Qualifying Requirement:**

- (i) The bidders (Individual/ Company/ Firm) should be registered entities in India.

378 Receipt No. 01/04/22 Date

O/o E. D. (IT)

NEEPCO Ltd., Shillong-3

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- (ii) 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.

7.2 Technical Qualifying Requirement:

- (a) The bidder (Individual/Company/Firm) shall have successfully completed the work of construction/repairing of boundary wall/building, fulfilling any of the following conditions, during last 7 (seven) years ending on the date in which this NIB is floated.

- (i) Three similar works, each of value not less than INR 3,16,200.00 (Rupees three lakh sixteen thousand two hundred) only i.e. 40% of the estimated cost of this work,

Or,

- (ii) Two similar works, each of value not less than INR 3,95,200.00 (Rupees three lakh ninety five thousand two hundred) only i.e. 50% of the estimated cost of this work,

Or,

- (iii) One similar work of value not less than INR 6,32,300.00 (Rupees six lakh thirty two thousand three hundred) only i.e. 80% of the estimated cost of this work.

Note: Details like value of works executed, name of the clients/employers, client's certificate, proof of satisfactory completion of the above works, shall be furnished for establishing eligibility.

7.3 Financial Qualifying Requirement:

The average annual turnover of the Bidder in the best 3 (three) financial years out of the last 5 (five) years financial year should not be less than 16.00 lakh (Rupees sixteen lakh only).

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, 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 practicing Chartered Accountant / Certified Public Accountant (CPA) will be also considered acceptable.

Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 7.1, 7.2 and 7.3 above, shall be submitted in Techno-Commercial Bids. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.

8. Interested Bidders, who fulfil the qualifying requirements as mentioned under Clause 7 above, may download the Bid Document from <https://etenders.gov.in> on Bidder registration in the portal.
9. 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 Startup India" 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 technical specifications.

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

Similarly, Startup/MSE bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as Startup/MSE registration 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 in order to be considered for relaxation in prior experience and prior turn over.

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

10.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Form-E, Part-2 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:

- a. District Industries Centers
- b. Khadi and Village Industries Commission
- c. Khadi and Village Industries Board
- d. Coir Board
- e. National Small Industries Corporation (NSIC)
- f. Directorate of Handicrafts and Handloom
- g. MSEs having under Udyog Aadhaar Memorandum
- h. Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

10.2 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.

10.3 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 10.1. MSE owned by SC/ST shall satisfy any of the following :

- (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

10.4 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.

11. 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 estate_neepco@rediffmail.com. Bidder may also contact in this regard to the instant NIB at 0364-2222790.

12. Participation in Bids

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12.1 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 Enrolment" on the CPP Portal which is free of charge.
1. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
2. 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.
3. 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.
4. 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.
5. 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, bidders may contact NIC at

- (i) Mr Akash Thadani
Database Administrator,
National Informatics Centre, Meghalaya State Centre, Shillong
Mobile No. 08787522181
Email Id: akashthadani1@gmail.com

12.2 BID FEE

Bidders shall have to pay BID FEES (non-refundable) for participation in this instant NIB of Rs. 500.00 (Rupees five hundred) 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 estate_neepco@rediffmail.com.

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

The bidder shall make the payment through "SB-Collect" of State Bank of India as per procedures/steps elaborated as below. The system generated receipt shall also be uploaded while submitting the bid in the e-tendering portal as per bid document.

- The procedure/steps to be followed for payment of BID FEE, EMD etc. by SB-COLLECT of State Bank of India:

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Step-1	The bidder shall visit 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. 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). This system generated receipt shall be downloaded and send it to The Head of Project, Township & Estate Division, NEEPCO Ltd., Lower New Colony, Shillong, Meghalaya, India-793003, at e-mail ID: estate_neepco@rediffmail.com . The system generated receipt shall be uploaded while submitting the bid in the e-tendering portal and also submit in offline mode as per bid document

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.

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Bids will be opened on the stipulated date in the office of the HOP, T&E Division, NEEPCO Ltd, Shillong.

Besides online submission, the following documents are required to be compulsorily submitted physically as stipulated at Clause 3.2 Part-2 of Bid Document:

- 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, Part-2 of Bid Document;
- Power of Attorney (as per format provided at Form-D, Part-6 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 Head of Project,
Township & Estate Division,
North Eastern Electric Power Corporation Ltd.,
Brookland Compound,
Lower New Colony,
Shillong – 793 003, Meghalaya, India.
Tel: 0364-2222790
E-mail: estate_neepco@rediffmail.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 as **Appendix-A** in Part-2 of Bid document.
14. Bid validity: 180(one hundred eighty) days from the date of opening of Bids.
15. Tender timeline:

a	Date of Commencement of downloading of bid document from https://etenders.gov.in	31-03-2022
b	End date & time for downloading of Bid Document:	12:00 Hours of 27-04-2022
c	Last date & time for receipt of online bids:	14:00 Hours on 27-04-2022
d	Last date for receipt of offline documents:	7(seven) days from last date of receipt of online bids
e	Date & time for opening of Techno-Commercial bids online:	14:00 Hours on 28-04-2022

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.

16. 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.

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17. 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.

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30.3.2022

(Priyabrat Das)

Head of Project

Township & Estate Division