

## DETAILED NOTICE INVITING BID

(Domestic Competitive Bidding)

NIB No 01 Dated 01 / 11 /2021

The North Eastern Electric Power Corporation Limited (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India invites Single-Stage Two Envelope Bids through online bidding system from eligible bidders for Annual Maintenance Contract(AMC) of Printers and Scanners for a period of 1 (one) year as detailed below:

Particulars	Bid Security Declaration (instead of EMD)	Bid validity	Cost of Bid Document (Bid Fee)
Annual Maintenance Contract of Printers and Scanners.	As per format provided under Form-C, Section-VII	180 (One Hundred eighty) days	INR 500.00 (Rupees five hundred) plus GST only.

### 1.0. Technical Qualifying Requirements:

- 1.1 The bidder should be an OEM/ Authorized OEM Service Provider/ Distributor of **Canon/HP**. (Supporting document(s) in this regard to be submitted along with the bid).
- 1.2 The bidder should have successfully completed similar works at least 2(two) maintenance services of Printers in any State/ Central Public Sector Undertaking or any other State/Central Bank or any Government Institutions in India **during last 5 (five) years**, ending last day of the month previous to the one in which the NIB is floated. The minimum numbers of Printers/scanners should be 100 (hundred) nos. per AMC. The bidder should furnish copies of detailed orders and also performance certificates from the customers, which should indicate the no. and dates of work order and also indicate that the work is executed to the satisfaction of the customer.
- 1.3 Bidder should have full-fledged Authorized Service Set-up/Service Centre(s) in North East India and a service center in Shillong. Details of such Authorized Service Set-up/ Service Centre(s) indicating complete address and contact details shall have to be furnished as per prescribed format (**Form-G**) provided in **Section-VII**. If service is rendered through Authorized Partner, the bidder shall furnish a certificate indicating the name and the place of Service set-up/Service Centre(s) of the partner. In case the successful bidder does not have Service Centre in Shillong, the same has to be set up within a month from the date of issue of LOI.
- 1.4 The bidder shall not have been blacklisted by any Government / Government agency in India. **Self-declaration** to that effect should be submitted along with the technical bid in the prescribed format mentioned (**Form- I**) in the bid document.

### 2. Financial Qualifying Requirement

#### 2.1 Minimum Average Annual Turnover (MAAT)

MAAT in the best 3(three) financial years out of the last 5(five) financial years, ending 31st March of the previous financial year, should not be less than **INR 545,000.00 (Rupees Five lakhs forty-five thousand)** only.

#### 2.2 Liquid Asset:

The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than INR **75,700.00 (Rupees Seventy-five thousand seven hundred)** only.

The Certificate of Banker regarding the availability of unutilized credit facilities (Fund Based and non-fund based) shall not be dated earlier than 30 (thirty) days prior to the date of opening of bids.

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

### 2.3 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.

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 practicing Chartered Accountant will also be considered acceptable.

### 2.4 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:

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).

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 Techno Commercial Bid, for which the Bidder shall have to submit documentary evidence 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 practicing Chartered Accountant will also be considered acceptable.

2.5 Copies of Audited Balance Sheet & Profit and Loss account for the last 3(three) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency shall be furnished along with latest and valid GST Registration Certificate, PAN etc.

2.6 Interested bidders who fulfill the qualifying requirements as mentioned at Sl. No. 1 and Sl. No. 2 above, may download the bid document from <https://etenders.gov.in> on registration in the e-portal and submission of bid fee as given under Clause 3 below.

2.7 In line with DPE O.M. No. DPE/7(4)/2007-Fin Dated 08-11-2016 on "Relaxation of Norms for Start-ups Medium Enterprises in Public Procurement Regarding Prior Experience - Prior Turnover criteria", and as per Section 2.1(5) of "Action Plan for Start-up India" announced by the Government of India in Jan 2016 as

### 3. Registration for Participation in Bids

- 3.1 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.
- 3.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 **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 only** as per procedures/steps elaborated in Clause No. 3.9 below.

**Payment of bid fee through other mode of payment like DD etc. will not be acceptable. Any bid not accompanied by bid fee will be summarily rejected.**

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 [itshillong@neepco.co.in](mailto:itshillong@neepco.co.in).

For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating the NIB No and their queries to the tendering authority at e-mail id: [itshillong@neepco.co.in](mailto:itshillong@neepco.co.in). Bidder may contact in regard to this NIB at 0364-2501630.

- 3.8. **Bid Security Declaration:** The bidder shall furnish, along with his bid, “**Bid Security Declaration**” as per the format provided under From-C, Section-VII, FORMS. Any bid not accompanied by Bid Security Declaration as per prescribed format shall be rejected by the Corporation.
- 3.9 **The detail procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid fee):**

STEP-1	The bidder shall visit <a href="https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm">https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm</a> on any internet browser.
STEP- 2	State Bank Collect page will appear. Select “ <b>ALL India</b> ” for “ <b>State of Corporate/Institution</b> ” Select “ <b>PSU</b> ” for “ <b>Type of Corporate/Institution</b> ” Click “ <b>GO</b> ”
STEP -3	In the new screen, select PSU Name as “ <b>North Eastern Electric Power Corporation Limited</b> ” and Submit.

STEP-4	In the new screen, select Payment Category as <b>“SHILLONG- PARTIES”</b> .
STEP-5	<p>New Screen will appear, here the bidder has to fill all the required information for the payment as under:</p> <p>i) Under <b>Name of Payer</b>: The Bidder is to fill up his Name and Address.</p> <p>ii) Under <b>Short Details of Payment</b>: The Bidder shall indicate Portal <b>Registration Fees, BID FEE as applicable</b>. In case of BID FEE payment, the Bidder shall indicate BID FEES as applicable and the NIB No. (Example: for payment of BID FEES against NIB No. XX dated DDMMYYYY, the bidder has to fill under this option as “BID FEES for NIB No. XX dated DDMMYYYY”).</p> <p>iii) <b>Under Type of PAYER</b>: The Bidder is to select VENDOR OR CONSULTANT whichever is applicable.</p> <p>iv) <b>Under CIN in case the Payer is a company</b>: The bidder is to fill up his CIN in case of a company, otherwise may be kept blank.</p> <p>v) <b>Under Payment amount</b>: The bidder is to fill up the amount as per bid condition.</p> <p>vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required.</p> <p>vii) Fill Captcha.</p> <p>viii) Then Submit.</p>
STEP-6	In the new screen, check the details and click <b>“CONFIRM”</b> , if correct.
STEP-7	<p>The <b>Multi Option Payment System</b> will be available for making the payment.</p> <p>The Bidder may select option as per convenient and make the payment.</p>
STEP-8	<p>After successful payment, the system will generate receipt.</p> <p>The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report).</p> <p><b>This system generated receipt shall be downloaded for submission as per bid condition.</b></p>

#### 4. Submission and opening of Bids

- 4.1 Bidders shall prepare and submit their bids in the electronic form at <https://etenders.gov.in> Online bidding forms will be available in the above website.
- 4.2 Bidders may view the tender opening results of techno-commercial and price bids at <https://etenders.gov.in> by marking their presence for online tender opening.

#### 5. Bidding Procedure:

- 5.1 The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:
  - 5.1.1 **Envelope No. 1: Techno-Commercial Bid.**

**5.1.2 Envelope No. 2:** Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

**6. Important information and dates:**

Start date and time for downloading of bid document:	15:00 Hrs (IST) of 01/11/2021
Last date & time of downloading of bid document:	15:00 Hrs (IST) of 30/11 /2021
Last date & time for receipt of online bids:	15:00 Hrs (IST) of 30/11 /2021
Date & time of online opening of bids	15:00 Hrs (IST) of 01/12 /2021

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

**8. Technical Specifications:**

Detailed Technical Specifications are shown in **Section-IV of Detailed Bid Document**.

**9. Condition for Micro & Small Enterprises (MSEs)**

9.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format given in the 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:

- District Industries Centers
- Khadi and Village Industries Commission
- Khadi and Village Industries Board
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

9.2 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.

9.3 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.

- 9.4 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.
- 9.5 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES).**
10. NEEPCO reserves the right to extend the last date and time for submission of Bid.
11. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum / modification / clarification of the bid document.
12. Submission of bids shall not automatically construe qualification for evaluation. The Owner reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, 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 Owner.

Sd/-  
General Manager (IT)  
NEEPCO Ltd., Shillong