

नॉर्थईस्टर्नइलेक्ट्रिकपावरकॉर्पोरेशनलि.
(भारतसरकारकाउधम)

North Eastern Electric Power Corporation Ltd.
(A Govt. of India Enterprise)



**DETAILED NOTICE INVITING BIDS (DNIB)
FOR**

**Operation & Maintenance Contract for the Electrical Installation at NEEPCO
Complex located in Shillong**

NIB NO. 299 DTD 02.01.2019



DETAILED NOTICE INVITING BIDS (DNIB)
(Domestic Competitive Bidding)
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North Eastern Electric Power Corporation Ltd., (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India, invites e-tenders from reputed and experienced bidders under the Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for the services mentioned below:

Particulars	Period of contract
Operation & Maintenance of all Electrical Installations, consisting of 11kV HT & LT panel, transformers, 500 kVA DG Set and other ancillary equipment, fitting, wiring system etc. of NEEPCO Office Complex, Guest House located at Lower New Colony, Shillong and Residential Complex at Laitkor, Shillong, Meghalaya.	1(One) year

The Scope, Qualifying requirements and other terms & conditions of this NIB are indicated hereunder:

1. Scope of work:

The scope of work covered under the tender will include operation and maintenance of the entire electrical installations, fittings including the items detailed in the tender document. The Broad Scope covers the following:

- i) Routine checks of Fuel, Lubricant, Battery, and Battery terminal, AMF Panel of DG Set on daily basis as per instruction of Engineer in-charge and keep the set on Auto Condition so that the set start immediately during power failure to take over the emergency load. During the running of the DG set, the operator will have to be present near the set to meet any exigency. The fuel and lubricant for the set will however be supplied by the corporation and the contractor/ operator will maintain the log book duly mentioning the time and duration of operation of the set and issue of POL etc. regular greasing, cleaning etc, will have to be done by the contractor to keep the set in proper running condition.
- ii) Operation of lift installed at corporate office have to be maintained regularly which includes switching on at 9.00 AM and switching off at 6.30 PM on all working days or as directed by the site in-charge. In the event, the lift get stuck between floor due to power failure or any other cause, the maintenance personnel will be responsible for immediate recovery by mechanical means. Routine checking of emergency battery bank attached to lift including of checks.



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- iii) Control panels, switch-gear, fuse, indicator installed in the 11KV substation building are to be checked regularly and repaired as and when required as directed by site in-charge and kept in perfect working condition. The materials required for maintenance purpose shall be provided by the Corporation. Weekly log of checking all contactors and stating that an arcing is present, cleaning for replacement as necessary. Cable terminating are to be checked and recorded on weekly basis.
 - iv) Transformer oil, cable terminals, Bus duct etc to be checked regularly as directed by Site in-charge and kept in perfect working condition. The materials required for maintenance purpose shall be provided by the Corporation. Quarterly inspection and record of checking bus ducts are to be maintained.
 - v) All internal and external wiring, switch gear, Fuse etc. to be checked regularly and repaired if felt necessary as directed by Engineer in-charge. Any defect in the electrical points, power points, and external luminaries will have to be repaired/ replaced by the contractor. The spares such as bulb, fluorescent light, ballast, H.R.C. fuse etc will however be issued by the Corporation. The contractor will also be liable to do modification in the wiring system such as shifting of points etc as per direction of site in-charge for which necessary materials will be issued by the Corporation.
 - vi) The UPS system of the corporate office building is to be checked regularly and to be kept in perfect working condition. The materials required for maintenance purpose shall be provided by the Corporation.
 - vii) All the control panels of 2(two) nos water pumps to be checked & maintained regularly and be kept in perfect working condition. Check of arcing etc. to be recorded on weekly basis.
 - viii) Transformer oil to be changed as and when felt necessary for which the transformer oil filter M/C etc. will be arranged by the Corporation.
 - ix) The contractor will be responsible to operate the external luminaries and security lights in the evening and to switch off in the morning and as per instruction of Site in-charge. The contractor will also ensure that the interior luminaries are not left 'ON' inside the office after office hours. In such cases, the main switch of such portion is to be switched off by the contractor.
 - x) The contractor will be responsible for up keep of the earthing system of all equipment's at sub-station and all distribution points properly as per instruction of Site in-charge. The earthing system is to be checked for healthiness and recorded on each quarter.
 - xi) The contractor will be responsible for routine maintenance all electrically operated air conditioning installed at Corporate office Complex i.e. both window and split type.



Any items is not specifically mentioned in the scope but required for smooth and successful execution of the work shall also be in the scope of the contractor.

2. Project Information:

The administrative building complex and Guest House of NEEPCO are located at Lower New Colony, Shillong. The residential complex is located at Laitkor, Shillong. The distance from Guwahati to Shillong is approximately 100 Km by road.

3. Qualifying Requirement of Bidders:

3.1 Technical Qualifying Requirement:

The bidder shall have the following technical qualifying criteria:

3.1.1 The bidder must have valid Electrical contractor license issued by authorized agency and should have experience in doing similar nature of works in any Government Department / PSUs / Electricity Boards etc.

3.1.2 The bidder as a prime contractor shall have experiences of successful execution of similar nature of Operation & Maintenance work i.e. operation & maintenance of Electrical Installation comprising Sub-Station, LT/HT panel, Wiring system, Air conditioner, DG Set, Transformer, UPS system in any State/Central Government Department or any State/Central Public Sector Undertaking or any State/Central Public Sector Banks/Electricity Board as under:

i. Three similar works, each of value not less than Rs.9.60 lakh during the last 7(seven) years (ending on the last day of the month previous to the one in which the tenders are invited).

OR

ii. Two similar works, each of value not less than Rs. 12.00 lakh during the last 7(seven) years (ending on the last day of the month previous to the one in which the tenders are invited).

OR

iii. One similar works, each of value not less than Rs. 19.00 lakh during the last 7(seven) years (ending on the last day of the month previous to the one in which the tenders are invited).

“Similar works” mean “Operation and Maintenance of Electrical Installation comprising Sub-Station, HT/LT panel, DG Set, Transformer etc in office complex/Residential or Non residential complex”

The intending tenderer must submit documentary evidence in support of the above in the form of certified copy of work order/ LOI having BOQ and copy of completion



certificate/ certified (accepted) copy of final bill/ payment certificate/ vouchers indicating the period of work for which the payment has been made.

3.2 Financial Qualifying Requirement:

3.2.1 Minimum Average Annual Turn Over (MAAT):

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 ₹ 36(Thirty Six) lakh.

3.2.2 Net Worth:

The Net Worth of the bidder as on last day of the preceding 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 & 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 be also be considered acceptable.

3.2.3 Liquid Assets:

The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than ₹5.00(five) lakh

The certificate of the Banker regarding the availability of unutilized credit facility should not be dated earlier than 30 (thirty) days prior to the date of opening the bid.

3.2.4 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 ongoing works to be completed during 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.



3.3 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 be also be considered acceptable.**

3.4 Documentary evidences in support of qualifying requirements, as mentioned above shall be submitted along with the Techno-Commercial bid. Bids submitted without fulfilling the qualifying requirements shall be rejected.

3.5 General Requirements:

3.5.1 The bidder shall furnish copies of the following ;

- (a) Registration for GST and acknowledgement of upto date filled return;
- (b) PAN (Permanent Account Number) for Income Tax
- (c) Registration with EPFO, ESIC.

In the event the bidder is unable to furnish the registration with EPFO at the time of submission of bid, immediately on award of contract, the successful bidder/bidders will have to get themselves registered as required and submit the same to the Owner.

3.5.2 The bidders shall also provide satisfactory evidence with respect to the following:

- (a) The bidder should not have been blacklisted by any Government / Government Agency in India. Self-declaration to that affect should be submitted along with the technical bid.
- (b) They do not anticipate change in the Ownership of their concern during the proposed period of work. If such a change is anticipated, the scope and effect thereof shall be defined.
- (c) They have adequate financial stability and status to meet the financial obligations pursuant to the scope of the works. They shall submit copies of their audited Annual Reports and balance sheet for the last 5 (five) years and the latest Banker's certificate indicating amount in support of solvency.

3.5.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any bank. A self declaration shall be submitted.

3.5.4 *The non-tribal bidders (Individual/ Firm/ Company) shall submit a valid trading licenses issued by Khasi Hills Autonomous District Council, Shillong along with their bids.* If non-tribal bidder is unable to submit the trading licenses alongwith techno-commercial bid , the bidder shall submit an undertaking confirming that valid trading license from Khasi Hills Autonomous District Council, Shillong shall be submitted before award in the event the bidder is successful in the tender.

3.6 The above requirements are minimum and the Owner reserves the right to request for any additional information and also reserves the right to reject the proposal of any bidder if, in the opinion of Owner, the qualification data



- furnished by the bidder is incomplete or the bidder is found to be not qualified to satisfactorily perform the works.
- 3.7 Notwithstanding anything stated above, the Owner reserves the right to assess bidders' capability and capacity to perform the work, should the circumstances warrant such an assessment, in the overall interest of the Owner.
- 3.8 Each bidder shall submit only 1 (one) bid. A bidder who submits or participates in more than 1 (one) bid against will be disqualified.

4 Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and 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.

5 Conditions for Micro & Small Enterprises (MSEs):

- 5.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Form D, Section-V) declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the relevant 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
 - MSEs having Udog Aadhar memorandum
 - Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs; the SC/ST certificate issued by District Authority must be



submitted in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall be responsible to 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.
- 5.2 The registration certificate 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.
- 5.3 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.
- 5.4 **The MSEs registered with above mentioned agencies/bodies are exempted from payment of Bid Fees and Earnest Money Deposit (EMD).**
- 5.5 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 serial B(I). 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

6 Registration for Participation in Bids

- 6.1 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.
- 6.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 6.3 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.
- 6.4 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.
- 6.5 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.
- 6.6 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.

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** as per procedures/steps elaborated in Cl. No. 9 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 with Techno-Commercial Bid.

8. 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, contract@neepco.co.in. Bidder may contact in regard to the instant NIB at 0364-2503346.
9. **The procedure/steps for payment by SB-COLLECT of State Bank of India(for payment of portal registration fee, 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 filled up his Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate Portal Registration Fees, BID FEE,EMD as applicable .In case of BID FEE and EMD payment, the Bidder shall indicate BID FEES 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 upthe amount as per bid condition.



	vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile 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.

10. Bidding Procedure:

The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows:

Envelope No.1: Techno-Commercial Bid.

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

11. Period of Contract

The contract period will be for a period of 12 (twelve) months from the date of Taking over the Operation & Maintenance activities from the Engineer in-charge after issue of the Letter of Intent (LOI).

12. Submission and opening of Bids:

- 12.1 Bidders shall prepare and submit their bids in the electronic form at **e-tenders.gov.in**. Bidding forms will be available in the above website.
- 12.2 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.
- 12.3 Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any modification/clarification of the bid document.
- 12.4 Submission of bids shall not automatically construe qualification for evaluation.
- 12.5 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.
- 12.6 The bidder shall refer to the Instruction for online bid submission given as Annexure in section-II of the bid document



13 Important information and dates:

Earnest Money Deposit (EMD)/ Bid Security	₹ 48000/-
Bid Fee	₹ 1,000/-
Bid Validity	180 days from the date of opening of Techno-commercial Bids.
Date & time of downloading of bid document:	11:00 Hrs on 03.01.2019
Last date & time of downloading of bid document:	12:00 hrs. on 30.01.2019
Last date & time for submission of online bids:	14:00 hrs. on 30.01.2019
Opening of Techno-commercial bids	14:00 hrs. on 31.01.2019
Opening of Price Bids	Will be intimated in due course of time
Pre-bid meeting	Not proposed

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

- 14 NEEPCO reserves the right to extend the last date and time for submission of Bid.
15 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 grounds for such action.

Sd-
General Manager
i/c, Contracts & Procurement,
NEEPCO Ltd., Shillong