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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड

(भारतसरकारकाउद्यम)

**NORTH EASTERN ELECTRIC POWER CORPORATION LTD**

**(A GOVT. OF INDIA ENTERPRISE)**

**CIN U40101ML1976GOI001658**

**OFFICE OF THE EXECUTIVE DIRECTOR (CONTRACTS & PROCUREMENT)**

**BROOKLAND COMPOUND::LOWER NEW COLONY**

**SHILLONG-793003, MEGHALAYA**

Website: [www.neepco.gov.in](http://www.neepco.gov.in) Email:[contract@neepco.gov.in](mailto:contract@neepco.gov.in) FAX: +91 364-2222578

NIB No. 197 dated 03/05/16

Detailed Notice Inviting Bid  
(Domestic Competitive Bidding)

For

Annual Maintenance Contract for the Electrical Installation at NEEPCO's Complexes  
located in Shillong, Meghalaya

North Eastern Electric Power Corporation Ltd., (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Government of India, invites e-tenders from prospective experienced bidders under the Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for Annual Operation & Maintenance of Electrical Installation of NEEPCO Office Complex & Guest House located at Lower New Colony, Shillong and Residential Complex at Laitkor, Shillong, Meghalaya,

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

**A 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 at the tender document. The Broad Scope covers the following:

- i) Routine checks of Fuel, Lubricant, Battery, Battery terminal, AMF Panel of DG Set on daily basis and as per instruction of Engineer in-charge and kept the set ready to start immediately on Auto Condition 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



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responsible for immediate recovery by mechanical means. Routine checking of emergency battery bank attached to lift including of checks.

- 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 check and recorded on weekly basis and as per instruction of the Engineer-Incharge.
- 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 kept in perfect working condition. The materials required for maintenance purpose shall be provided by the Corporation.
- vii) All the control panels of water pumps to be checked & maintained regularly and 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



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'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.

## 1. QUALIFYING REQUIREMENT OF BIDDERS

### 1.1 The bidder shall have the following qualifying criteria for participating in the this tender :

#### 1.1.1 Technical:

Prospective bidders who have experience in doing similar nature of works in any Government Department / PSUs / Electricity Boards etc. shall satisfy the following eligibility criteria:-

The intending tenderer must have in its name as a prime contractor in Central / State Govt. Department/ Organization / PSU's experience of having successfully completed similar works during last 7 (seven) years ending last day of month previous to the one in which bid application are invited (i.e. eligibility period) should be either of the following:

- a) Three (03) similar completed works each consisting not less than to Rs 4.50 lakhs .

OR

- b) Two (02) similar completed works each consisting not less than Rs 5.60 lakhs.

OR

- c) One (01) similar completed works each consisting not less than Rs 9.00 lakhs .



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“**Similar works**” mean “Operation and maintenance of Sub-station, LT/HT panel, Wiring system of Building, Electrical operated air Condition, etc. This will also include daily Routine maintenance and operation of DG set”.

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.

#### **1.1.2 Financial Capability:**

##### **(a) 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 Rs.17.00 lakh. Other income will not be considered for arriving at annual turn over.

##### **(b) 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 31<sup>st</sup> 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.

##### **(c) Liquid Assets:**

The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than Rs. 2.35 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.



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**(d) 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 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.

**1.2** Authenticated documentary evidence in support of qualifying requirements, as mentioned under Serial No. 1.0 above shall be submitted alongwith the containing Techno-Commercial bid alongwith Bid Guarantee. For qualifying requirements specified at Para 1.1 above, the documents should be in the form of Certificate of Clients/Owners. Bids submitted without fulfilling the qualifying requirements shall be rejected.

**1.3** The bidder shall furnish copies of the following Registration Certificates;

- Registration for Service Tax;
- Registration for CST;
- PAN (Permanent Account Number) for Income Tax
- Valid trading license issued by Khasi Hills Autonomous District Council in case of Non-tribal bidders.

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

- 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.
- 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 Sales Tax Clearance Certificate



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and latest Banker's certificate indicating amount in support of solvency.

(c) In case bidders are unable to furnish such certificates, they shall give valid reason for the same. The Owner reserves the right to reject any bid if Sales Tax Clearance Certificate or the reasons for the bidders' inability to furnish such a certificate are not mentioned in the bids.

1.5 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any bank.

1.6 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.

1.7 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.

1.8 Each bidder shall submit only 1 (one) bid. A bidder who submits or participates in more than 1 (one) bid will be disqualified.

## 2.0 Conditions for Micro & Small Enterprises (MSEs) :

2.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format (Form D, Vol-3) 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
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

2.2 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



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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.

2.3 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.

2.4 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.

2.5 The MSEs registered with above mentioned agencies/bodies are exempted from payment of Bid Fees and Earnest Money Deposit(EMD).

### 3.0 Participation in Bids:

#### 3.1 Portal Registration for e-tendering:

The bidders intending to participate in the e-tendering and to download the detailed bid document have to register themselves in the NEEPCO's e-tendering portal <https://neepco.abcprocure.com> . The registration once registered shall be valid for one year from the date of registration.

The Bidders who have already registered in NEEPCO's e-tendering portal having valid registration need not to register again. However, such bidders are to ensure that their registration is valid till the completion of the entire bidding process of the relevant NIB.

#### 3.2 Portal Registration fee:

The fees for Bidder Registration in the portal is Rs. 3000.00 (Rupees three thousand) only per year (Non-refundable).

#### 3.3 The procedures for registration in the e-tendering portal are as under.

Step-1: Visit the e-tendering portal <https://neepco.abcprocure.com>

Step-2: Click on new bidder registration and submit the online Form for company /bidder details required.

Already registered bidder having a valid registration may directly **log-in** the e-tendering portal.



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Step-3: Payment for Bid registration in the e-tendering portal:

Bidders shall make payment of non-refundable Bidder registration fee of Rs.3000.00 (Indian Rupees Three thousand only) at the following Account:

Name of account : E Procurement Account, NEEPCO Ltd.,  
Account No : 913020005982636, Axis Bank, Shillong.  
IFS Code : UTIB0000270

Step-4: After payment of bidder registration fee, the scanned copy of payment receipt should be sent along with the bidder's details at email id: [contract@neepco.gov.in](mailto:contract@neepco.gov.in) or [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com) to advice the service provider for approval of the Bidder. Bidders may contact Sri R. Ramasami, Manager(C), Cell No. +91 9436704369 to get confirmation regarding receipt of bidder registration fee.

Step-5: After successful payment, the bidder has to map the digital certificate (Class-II or Class –III Signing &Encryption Certificate) with his login-id as per the name of the registered company for approval process. For registration & Digital Certificate related information, the bidders may contact the Service Provider at :

Mr. Himalaya Vaishnav  
Phone No. +91 79 40016866/38/21/18  
Mobile No.09099090830  
Email [info@abcprocure.com](mailto:info@abcprocure.com)

Step-6: On approval of the bidder in the system, e-mail will be sent by the Service Provider to the Company/bidder regarding their bidder profile activation.

3.4 For any clarification related to procedure for bid submission, online furnishing of clarification in e-procurement portal etc, bidders may contact:-

**e-Procurement Technologies Ltd**

A - 201-208, Wall Street - II / Opp. Orient Club

Nr. Gujarat College / Ellisbridge

Ahmedabad - 380015.

Gujarat, India

**Tel :** +91-79-40016802 - 77

**Cell:**+91-9374519754 | 9377988119 |.

3.5 All the bidders are requested to get themselves registered well in advance and no extra time will be considered for submission of bids for the delay in on-line Vendor Registration, if any.





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### 3.6 Bid Fee

Bidders shall have to make a BID FEES (non-refundable) for participation in this instant NIB of Rs. 1000.00 (Rupees One Thousand) only. The Bidder shall make the payment at the following Account:

Name of account : E Procurement Account, NEEPCO Ltd.,  
Account No : 913020005982636, Axis Bank, Shillong.  
IFS Code : UTIB0000270

During payment of bid fee in the above account, Bidders shall clearly indicate the NIB No. against which the bid fee is paid.

3.7 For any clarification related to terms and conditions of Bid document, bidders are requested to forward mail clearly stating their queries to the tendering authority at e-mail id : [contract\\_neepco@yahoo.com](mailto:contract_neepco@yahoo.com) & [contract@neepco.gov.in](mailto:contract@neepco.gov.in). Bidder may contact in regard to this NIB at 0364-2224596, 2503346.

## 4.0 Submission and opening of Bids

4.1 Bidders shall prepare and submit their bids in the electronic form at <https://neepco.abcprocure.com>. 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://neepco.abcprocure.com> by marking their presence for online tender opening.

5.0 Bidders are requested to visit <https://neepco.abcprocure.com> and <http://www.neepco.gov.in> regularly for any modification/clarification of the bid document.

6.0 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.

### 7.0 Important information and dates:

Earnest Money Deposit (EMD)/ Bid Security	INR 22,500.00
Bid Document Fee	INR 1,000.00



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Date of commencement of downloading of bid document from <a href="https://neepco.abcprocure.com">https://neepco.abcprocure.com</a>	1100 hrs. of 31/05/16
Last date & time of downloading of bid document:	1200 hrs. of 31/05/16
Last date & time for receipt of online bids:	14:00 hrs. of 31/05/16
Date & time of online opening of bids	16:00 hrs. of 31/05/16

In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the date of opening of bids will be the following working day at the appointed times.

The bidders registered as Micro/Small Enterprises are exempted from paying applicable Bid Fee and Earnest Money Deposit subject to submission of valid and relevant document/ certificate.

- 8.0 NEEPCO reserves the right to extend the last date and time for submission of Bid.
- 9.0 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