



**North Eastern Electric Power Corporation Ltd.**  
**(A Government of India Enterprise)**  
**An ISO 9001, 14001 & OHSAS 18001 Corporation**

**CONTRACT AND PROCUREMENT WING (E)**  
 KOPILI H.E. PLANT:: DIMA HASO DISTRICT: UMRONGSO – 788931  
 Website-www.neepco.gov.in

## **NOTICE INVITING TENDER No. : KHEP/C&P (E)/2015/242 Dtd. 23-11-2015**

Sealed tenders with minimum 120 (one hundred twenty) days' validity are invited from reputed firms/ contractors for Annual Maintenance Contract ( AMC ) of 1.5 TR, 2TR and Split Air conditioners installed at different locations of Kopili Hydro Electric Plant, NEEPCO Ltd., Umrongso-788941, Dima Hasao Dist., Assam.

### **1. Scope of the work:**

- 1.1 The contract shall cover routine service and breakdown service inclusive of free repair / replacement of spares (excluding supply of compressor) and also charging of gas of the ACs included under the AMC.
- 1.2 Against supply of compressor (**if required for replacement**), rate should be quoted separately according to type of compressor.
- 1.3 The successful bidder should maintain a minimum inventory of spares such as thermostats, relays, regulating switches etc. including tools & tackles and gas required for running maintenance of the ACs without extra cost to the Corporation.
- 1.4 The successful bidder's service personnel will provide **four routine visits** (one in every three months) during the entire contractual period of one year and also in case of any intimation from the site regarding failure / breakdown of ACs, the service provider shall report at site within 2 days from the date of receipt of such intimation. for which no additional charges shall be payable.
- 1.5 All expenses towards cost of spares, gas, transportation cost and other charges during the AMC shall be borne by the contractor.
- 1.6 Any other service / assistance which may not be specifically mentioned in this contract but fell necessary for proper maintenance of the equipment / system shall also be deemed to have been included in the scope of this contract for which no additional charges shall be payable.

### **2. Number of Air Conditioner and Locations:**

Sl no	Description of A/c's	Qty	Location
1	WRAC 1.5 TR AC	12 nos	Administrative Block & Hospital-12 nos
2	WRAC 2.0 TR AC	20 nos	Administrative Block-5 nos Kopili Power Station – 5 nos Khandong Power Station- 10 nos
3	Split type 2 TR AC	4 nos	Administrative Block-4 nos

### **Terms & conditions of the contract shall be as under:**

#### **1. Contract Price:**

- 2.1 **Contract price per quarter (3month) basis** for the entire scope of works shall remain FIRM for a period of 1 (one) year from the date of contract agreement. The contract period may be extended for another 1 (one) year subject to performance of

the successful bidder. **The detailed price quoting format ANNEXURE is enclosed herewith.**

2.2 **The bidder shall quote the fixed rate of quarterly (3 months) basis** i.e 4 equal installment in a year against AMC.

2.3 Supply of compressor rate should be quoted separately according to type of compressor.

2.4 The rate quoted by the bidder should be inclusive of all charges. The tax as applicable on the rate quoted by the bidder shall be separately indicated in the bid.

2.5 Any other statutory charges if applicable shall be indicated clearly in the bid.

2.6 The rate offered by the contractor shall be fixed.

**2. Tender Fee:**

**Tender fee for an amount of Rs.1000.00 (one thousand) only** in the form of Demand Draft duly pledged in favour of NEEPCO Ltd payable at SBI, KHEPA Branch., Garampani, Umrongso (SBI Code: 4812) should be submitted along with the tender. Tenders without Tender Fee shall be summarily rejected.

**3. Earnest Money Deposit (EMD):**

**EMD for an amount of Rs.45,000/- ( Forty five thousand) only** in the form of Demand Draft duly pledged in favour of NEEPCO Ltd payable at SBI, KHEPA Branch., Garampani, Umrongso (SBI Code: 4812) should be submitted along with the tender. Tenders without EMD shall be summarily rejected.

- i) EMD submitted by successful bidder shall be retained as security deposit.
- ii) EMD of all unsuccessful bidders will be returned only after finalization & successful mobilization of the bid.
- iii) If the bidder withdraws the bid while it is under consideration, his EMD shall be forfeited and other action as dimmed fit shall be taken up as per the relevant norms of the Corporation.

**4. Terms of Payment:**

5.1 The payment against AMC charges shall be release in 4 equal installment **including** supply of Compressor, if required and at the end of each quarter (three months) against submission of the bill.

5.2 Bills should be accompanied detail report executed during the period.

5.3 All the bank charges shall be contractor account.

**5. Security cum performance guarantee:**

The EMD of the successful bidder shall be retained as Security cum performance guarantee towards faithful performance of the contract (for entire contract period). The Security Cum Performance Guarantee furnished by the contractor is irrevocable and unconditional and the owner shall have the right to invoke it notwithstanding any dispute or difference between the owner and the contractor pending before any court, tribunal, arbitrator or any other authority as per provision of the contract.

**6. Validity:**

The contract period shall be initially valid for a period of 1(one) year from the date of reporting of workers at site and subject to satisfactory performance of the contractor. Depending on the performance, the contract period may be extended based on mutually agreed terms & conditions.

**7. Standard conditions and instructions:**

**a. Qualifying requirements of the bidder:**

The following documents should be submitted along with the bid in order to ensure qualification:

- a) Copy of PAN / GIR card.
- b) Valid Trade licence.
- c) VAT Registration.
- d) Copy of the Service Tax registration certificate.

- e) **Bidder shall furnish copy of past order executed similar nature of work to any Govt. Department/ PSU.**

The above stated requirements are minimum, the Corporation reserves the right to request for further additional information and also reserves the right to reject the proposal of any Bidder, if in the opinion of Corporation the qualification data is incomplete or the bidder is found not qualified to satisfactorily perform the works.

Along with the above documents the **Contractor should submit the detailed NIT, duly signed, along with the offer** in acceptance the terms and conditions.

Bids which do not meet the above qualifying requirements may not be considered for evaluation.

- f) The Income Tax as may be payable under the provision of relevant Acts will be deducted at source

**8. Provident fund**

The provident fund of the maintenance personnel deploy shall be deducted from the Contractors bill and employer's contribution of PF shall be borne by the Corporation.

**9. Liquidated Damage:**

For ACs which fails during the period of AMC, liquidated damage shall be applicable on pro-rata basis and on certification of the officer in-charge. However, a lead time of 7 days shall be allowed for arranging of spares required for restoration of ACs.

**10. Termination of contract:**

10.1 The contract shall be valid for a period of **1 year**. However, NEEPCO has the full right to terminate the Contract in writing under the following conditions.

10.2 If the contractor commits a significant breach of the contract and fails to remedy such breach within seven days of being brought to the attention of the Contractor.

**OR**

10.3 If the performance of the contractor / his works is found to be unsatisfactory.

10.4 In the event of such termination before expiry of the contract period the payment will be restricted on pro-rata basis till date of termination.

**Submission of Bid:**

- 11 The bid should be submitted in price bid format (ANNEXURE enclosed herewith) along with Tender Fee & EMD and the detailed offer in sealed envelope super scribed with “**Tender against NIT No. KHEP/ 2015/ 242**” to the undersigned by means of registered post/by hand only under the bidder's letter head with details like complete address, telephone/ fax no., dealing person etc. and should reach this office on or before the due date. Offer received through fax / mail / telegram etc shall not be accepted. No separate tender document shall be issued against this NIT.**
- 12 The bids will be received and opened at the time and date mentioned below in presence of bidders or authorized representatives (if any) of the bidders. No electronic recording device will be permitted during opening of the bids.**
- i) Last Date and Time of receipt of bids: 03:00 P.M. of 29.12.2015**
- ii) Date and Time of opening of bids : 03:30 P.M. of 29.12.2015**
- In the case of any bandh/holiday on the above mentioned date, the bid will be received/ opened in the next working day at the same time as indicated above.
- 13 Bids received later than the prescribed time limit shall be disposed off as per Corporation's norms for late receipt of bids.**
- 14 All texts and amounts of the bid shall be legibly written. The language and currency applicable are English and Indian currency respectively. In case of any discrepancy between figures and words, the amount indicated in words will be considered.**
- 15 Accommodation of service personnel shall provided by the Corporation subject to availability on chargeable basis.**

- 14.** Any action on the part of the bidder to revise the price or to change the structure of the price at his own instance after opening of the bid and within the validity of the offer shall not be acceptable.
- 15.** Corporation reserves the right to cancel/terminate the contract at any time if the performance found to be unsatisfactory.
- 16.** The Corporation does not bind itself to accept the lowest tender and reserves the right to waive any formality in regard to submission of tender or to reject any or all tenders without assigning any reason thereof in the interest of the Corporation.

Enclo: As stated ANNEXURE.

Manager (E/M),  
Contract & Procurement(E)  
KHEP, NEEPCO Ltd,  
Umrongso, Dima Hasao, Assam.

**ANNEXURE**

PRICE BID FOR THE ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS AT DIFFERENT LOCATIONS OF KOPILI HYDRAO ELECTRIC PLANT, NEEPCO LTD. UMRONGSO

1. Name and Address of the Bidder :

SL. NO	ITEM DESCRIPTION	Rate in figure and words
1	Annual Maintenance Contract (AMC) including supply of spares (excluding compressor) for the period of 3(Three) months.	Rs .....
2	Supply of Compressor for 1.5 TR Air Conditioner (1 no).	Rs .....
3	Supply of Compressor for 2.0 TR Air Conditioner (1 no).	Rs.....
4	Supply of Compressor for Split type 2.0 TR Air Conditioner (1 no).	Rs.....
5	Applicable taxes for AMC	@.....% Rs.....
6	Applicable taxes for against supply of Compressor	@.....% Rs.....
7	Any other charges (if applicable)	@.....% Rs.....

TOTAL Rs.....

(Rupees.....)

(In ward)

- Note: 1. Rate should be quoted both figure and words.  
2. Rate quoted for Compressor FOR Umrongso basis and shall be supplied as and when required for replacement.

**Signature with seal of the bidder/ authorized representative of the firm**