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14001 & OHSAS 18001

नार्थ ईस्टर्न इलेक्ट्रिक पॉवर कॉर्पोरेशन लिमिटेड / NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

भारत सरकार का उद्यम / (A GOVT. OF INDIA ENTERPRISE)

OFFICE OF THE ED-P(HYDRO)

नीपको भवन, आर.जी.बरुआ रोड, गुवाहाटी-05 / NEEPCO BHAWAN, R.G.B.Road, Ghy-05



SHORT NOTICE INVITING BID(NIB)

NIB No. 07 Dated 08.02.2022

NEEPCO Ltd., invites online electronic bid through e-tendering process from Reputed and experienced Contractors through Domestic Competitive Bidding under (Single-Stage-Two-Envelope Bidding System) for "Providing manpower for housekeeping of NEEPCO Offices at NEEPCO Bhawan and premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the year 2022-2023 (WEF 01-04-2022 to 31-03-2023)" with 180 (One hundred Eighty) days validity from the date of opening of the Bid.

Detailed Bid Documents may be downloaded from NEEPCO website with effect from 10.02.2022. The last date and time for submission of Bids is 09-03-2021 upto 1200 hours.

For Detailed Notice Inviting Bid, Scope of work, Qualifying Criteria and other details, prospective Bidders may visit NEEPCO Website www.neepco.co.in and <https://etenders.gov.in> w.e.f. 11-02-2021

Dy. General Manager (C)
O/o the ED-P(Hydro)

नीपको लि. गुवाहाटी / NEEPCO Ltd., Guwahati.

Memo No. NEEPCO/ED-P(H)/GHY/T-718/ 2021-2022/495-98 Dated 08/02/2021
Copy to

- 1) The ED-P(Hydro), NEEPCO Ltd., Guwahati for information please.
- ✓ 2) The General Manager (IT), NEEPCO Ltd., Shillong. He/she is requested to arrange for hoisting the Short Notice Inviting Bids in NEEPCO website.
- 3) The HOF, F&A Wing, NEEPCO Ltd., Guwahati for information please.
- 4) Notice Board.

Dy. General Manager(C)
O/o the ED-P(Hydro)

नीपको लि. गुवाहाटी / NEEPCO Ltd., Guwahati.



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A Government of India Enterprise)

*Tender for Providing manpower for Housekeeping of NEEPCO
Offices at NEEPCO Bhawan & Premises, Subham Buildwell Complex and maintenance of Lawn &
Gardens of NEEPCO Bhawan Campus at Guwahati for the year 2022-23 (w.e.f 01.04.2022 to 31.03.2023).*

Notice Inviting Bid & Information to the Bidder

Dy. General Manager (C) O/O – ED-P (Hydro)
NEEPCO, Guwahati- 781005

DETAILED NOTICE INVITING BID

(Domestic Competitive Bidding)

NIB No. 07 Dtd. 08 /01/2022.

NEEPCO Ltd. invites **online electronic bids** through e-tendering process from competent and experienced contractors under (Single-Stage-Two-Envelop Bidding System) for the work "Providing man power for housekeeping of NEEPCO Offices at NEEPCO Bhawan and premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the year 2022-2023 (w.e.f. 01-04-2022 to 31-03-2023), Guwahati". with 180 (One Hundred Eighty) days validity from the date of opening of the Bid as per the scope of works mentioned below:

Sl. No.	Name of Work	Estimated Value in Rs. (including GST)	Completion Time	Cost of Tender Document in Rs. (Non Refundable)
1	Providing man power for housekeeping of NEEPCO Offices at NEEPCO Bhawan & premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the year 2022-2023 (w.e.f 01-04-2022 to 31-03-2023)	23,60, 760.00	1(one) Year (w.e.f. 01-04-2022 to 31-03-2023)	590.00

1. E-Tendering / E-Procurement:

This tender will be processed through e-tendering/e-procurement system. The bidding documents are to be downloaded, filled in bids are to be submitted/uploaded through e-tendering system of NEEPCO Ltd. at <https://etenders.gov.in>.

2. Participation in Bids

2.1 Portal Registration:

- The bidders intending to participate in the e-tendering and download the detailed bid document have to register themselves in the portal at <https://etenders.gov.in>. Relevant information about the bidder required during the registration is available in the portal.
- For any clarification related to e-Procurement bidders are requested to contact Mobile No: 9435480329 E-mail ID: brdasgau@gmail.com and Mobile No: 8787522181 E-mail ID: akashthadani1@gmail.com
- 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.

3. Qualifying Requirement of Bidders:

The bidder shall provide satisfactory evidence concerning to the following:



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NEEPCO, Guwahati- 781005

Technical: Prospective bidders have to submit the following particulars with similar nature of work experience are: -

- (i) Average annual turnover during the last 3(three) years ending 31st March of the previous financial year should be at least 30% of the estimated cost.
- (ii) Experience of having successful completion of similar nature of works during last 3(three) years ending last day of the previous month should be either of the following: -
 - (a) At least 3(three) similar completed works costing not less than the amount equal to 40% of the estimated cost in each work. Or,
 - (b) At least 2(two) similar completed works costing not less than the amount equal to 50% of the estimated cost in each work. Or,
 - (c) At least 1(One) similar completed works costing not less than the amount equal to 80% of the estimated cost in each work.

The above experience should be with any Government Department/ PSU/ Government Autonomous Body, Certificate in support of successful execution of work should be submitted. "Similar nature of works" means to related with construction of Fire Hydrant System work experience.

4. Credentials of the bidders:

Bidders are to submit the following particulars along with the detailed Bid Documents in support of the Qualifying Requirements.

- i) Documentary evidence of Registration under Central/ State Govt. Department.
- ii) Documentary evidence of Registered Company or Partnership company or Proprietorship company.
- iii) Documentary evidence of EPF registration and payment of EPF contribution against employees regularly.
- iv) Documentary evidence of Registration under ESI act, 1948.
- v) Documentary evidence of GST Registration certificate.
- vi) Documentary evidence of registration with Department of Labour.
- vii) Copies of latest Income Tax Clearance Certificate or PAN
- viii) Copies of experience in this field as per Section-A, **Clause No. 12**, of GTC, Section-II.
- ix) Documentary evidence in respect of annual turnover.
- x) The Bidder participating as Micro / Small Enterprises (MSE) shall submit an undertaking in the prescribed format.

5. Submission and opening of Bids:

5.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in>. Online bidding forms will be available in the above website. Detailed Bid document can be downloaded from this website after



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NEEPCO, Guwahati- 781005

vendor registration. In the online Bid submission, Bidders will submit their Bids using their digital signature.

5.2 Submission of online bid is mandatory. Bidders shall submit the following documents in offline mode.

- Bid Fees as detailed in Clause No. 14.
- Earnest Money Deposit (EMD) detailed in Clause No. 14.
- Credentials as per Clause No. 4.

These offline documents shall reach this Office within the scheduled date and time mentioned below.

Documents to be submitted in offline mode as specified above shall be contained in a sealed envelope and the same shall be submitted by the Bidder duly marking these envelope as **"Providing man power for housekeeping of Offices at NEEPCO Bhawan and premises, Subham Buildwell Complex and maintenance of Lawn and Gardens of NEEPCO Bhawan Premises at Guwahati for the year 2022-2023 (w.e.f. 01-04-2022 to 31-03-2023), Guwahati"** along with the Identification No. of NIB. The envelope shall be submitted to the Corporation at the address to "The Dy. General Manager (C), O/O - ED-P (Hydro) NEEPCO, Ltd, R.G. Baruah Road, Guwahati-781005."

- Bidders may view the tender opening results in <https://etenders.gov.in> by marking their presence for online tender opening.
- The documents received by the Corporation in offline mode as specified above after the stipulated date and time will be returned unopened to the Bidder and his online Bid will not be considered for evaluation.
- Bidders are requested to visit <https://etenders.gov.in> regularly for any modification /clarification of the detailed bid document.
- Submission of bids shall not automatically construe qualification for evaluation. The Corporation 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 such action on the part of the Corporation.
- Bidders/Tenderers are advised to contact the Deputy General Manager (C), O/o the ED-Project (Hydro) for execution of this contract smoothly and satisfactorily. Any lack of knowledge to this effect on the part of the Tender shall not entitle the contractor for any claim whatsoever and shall not be considered a cause of delay. The Tenderer are therefore once again advised to inspect the entire working front and make proper planning before submission of Tender.
- The tender should be submitted in the prescribed form and the same should be signed properly as laid down here under:
- If the tender is submitted by any individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.

Tel. No. 0361-2202729,2202975

e- mail: ed.projects.hydro@gmail.com

CIN – U40101ML1976GOI001658



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NEEPCO, Guwahati- 781005

11. If the tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above their full names and current business address, or by a partner holding the Power of Attorney for the firm and signing the tender in which case certified copy of the partnership deed and current business of all the partners of the firm shall also accompany the tenders.
12. If the tender is submitted by a limited company or a limited corporation, it shall be signed by a duly authorized person holding the Power of Attorney for signing the tender in which case a certified copy of the Power of Attorney may be required to furnish with satisfactory evidence of its existence before the contract is awarded.
13. On award of work the Contractor shall ensure that their workers are registered with the Assam Building & Other Construction Workers' Welfare Board as per the procedure mentioned in the Act and Rules.
14. IMPORTANT DATES AND EARNEST MONEY DEPOSIT (EMD)/BID SECURITY/BID FEE DETAILS:

Earnest Money Deposit (EMD) / Bid Security in the form of DD/CDR/FDR/BANK DRAFT from any Nationalised Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	Rs. 47,200.00
Bid Document Fee in the form of DD/CDR/FDR/BANK DRAFT from any Nationalized Scheduled Bank in India, drawn in favour of NEEPCO Ltd. payable at Guwahati.	INR 590.00 (non-refundable) (Rupees five hundred ninety) only.
Date of commencement of downloading of bid document from www.neepco.gov.in and https://etenders.gov.in .	w.e.f. 10.00 Hrs. of 10-02-2022
Last date & time for receipt of online bids:	1200 Hrs. of 09 -03-2022
Last date & time for receipt of offline bids documents to be submitted as per NIB condition:	1200 Hrs. of 10-03-2022
Date & time of online opening of bids	1500 hrs. of 10-03-2022

Bid Document not received within the specified time and date shall not be considered for evaluation.
NEEPCO reserves the right to extend the last date and time for submission of Bid.


Dy. General Manager (C)
O/O-ED- P (hydro)
NEEPCO Ltd., Guwahati