

North Eastern Electric Power Corporation Ltd.

Operation of Cafeteria for selling of food items as per pre-determined menu and rate in the premises of NEEPCO Limited, Shillong, on yearly License basis



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

Bid Document
Part-1: NIB



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉरपोरेशन लिमिटेड
(भारत सरकार का उद्यम)

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(Government of India Enterprise)

Office of the Executive Director, Contracts & Procurement

Brookland Compound, Lower New Colony
Shillong-793 003, Meghalaya, India

Tel. No.0364-2227784 :: E-mail: contract@neepco.co.in

Website: www.neepco.co.in, CIN-U40101ML1976GOI001658



एनईपीसी
THE NORTH EASTERN ELECTRIC POWER CORPORATION

SHORT NOTICE INVITING BIDS (E-Tender)

NIB No. 443 Dated 08-07-2024

NEEPCO Ltd. invites online electronic bids in the e-tender portal <https://etenders.gov.in> (Tender ID: 2024_NEEPC_200350_1) from prospective bidders fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for **“Operation of Cafeteria for selling of food items as per pre-determined menu and rate in the premises of NEEPCO Limited, Shillong, on yearly License basis”**.

For further details, interested bidders may visit the websites <https://etenders.gov.in>, www.neepco.co.in. Any subsequent changes/modifications/notifications against this tender shall be updated on the websites mentioned above. Last date for online submission of bids is 05-08-2024 by 14:00 Hours.

Place: Shillong
Dated: 08-07-2024

दीपिका बरुआ
08/07/24
Chief General Manager (C)
Contracts & Procurement

North Eastern Electric Power Corporation Ltd.

Operation of Cafeteria for selling of food items as per pre-determined menu and rate in the premises of NEEPCO Limited, Shillong, on yearly License basis



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

Bid Document
Part I: FIB



ISO 9001:2015
ISO 14001:2015
ISO 45001:2018

নৌথ ইলেক্ট্ৰিক পাৱাৰ কোৰ্পোৰেশ্বন লিমিটেড
(ভাৰত সৰকাৰৰ দ্বাৰা সঞ্চালিত)

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স্বচ্ছতা
স্বচ্ছতা

NIB No. 443 Dated 08-07-2024

DETAIL NOTICE INVITING BIDS (E-TENDER)
(Domestic Competitive Bidding)

1. North Eastern Electric Power Corporation Limited (NEEPCO Ltd.) invites online tender at e-procurement portal <https://etenders.gov.in> (Tender ID: 2024_NEEPC_200350_1) from prospective bidders (Caterers / similar agencies) fulfilling the Qualifying Requirement under Single-Stage Two-Envelope bidding system through Domestic Competitive Bidding (DCB) route for carrying out the service of "Operation of Cafeteria for selling of food items as per pre-determined menu and rate in the premises of NEEPCO Limited, Shillong, on yearly License basis" on payment of Annual License Fee.

2. **SCOPE OF SERVICE:**

Operation of Cafeteria for selling of food items as per pre-determined menu and rate in the premises of NEEPCO Limited, Shillong, on yearly License basis, on payment of Annual License Fee.

3. **Bidding Procedure:**

The Bidder shall submit Bids under Single-Stage Two-Envelope bidding system through online as follows:

Techno-Commercial Bid (Envelope No. 1):

Shall contain documents in support of Qualifying Requirements and Techno-Commercial Bid.

Price Bid (Envelope No. 2):

Shall contain Price Bid. Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

4. **PERIOD OF CONTRACT:**

Period of Contract for the service shall be 3 (three) years from the date of issue of commencement of service as notified in the Letter of Intent (LOI). The contract may thereafter be renewed on the basis of the satisfactory performance & services of the licensee as per requirement, if any, based on acceptable terms to both the parties i.e. the Licensor & the Licensee.

5. **BID SECURITY DECLARATION:**

The bidder shall furnish, along with his bid, "Bid Security Declaration" as per provision stipulated in Part-II of Bid Document.



6. QUALIFYING REQUIREMENTS OF BIDDERS:

6.1 General Qualifying Requirement:

- (i) A bidder (Caterer / similar agency) who may be an individual or Partnership firm or Limited Liability Partnership or Private/ Public Ltd. company shall be a registered entity in India and shall be in existence as such entity for not less than five years as on last date of submission of Bids.
- (ii) The bidder (Caterer / similar agency) shall be located in and around Shillong (within 20 Km of NEEPCO Office, Shillong).
- (iii) The bidders shall furnish copies of the following documents/ certificates:
 - (a) Status of bidder, i.e. whether Proprietary concern, Registered Partnership firm, Company, etc. by submitting the following documents, whichever is applicable:
 - 1) In case of Proprietary firm: Notarized copy of affidavit of Sole Proprietary.
 - 2) In case of Partnership concern: Notarized copy of Partnership deed along with amendment, if any and proof of registration of firm.
 - 3) In case of Company: Memorandum & Articles of Association/Certificate of Incorporation (Certificate of Registration).
 - (b) Registration for GST.
 - (c) PAN (Permanent Account Number) for submission of Income Tax Return.
 - (d) Valid License issued by Food Safety & Standard Authority of India (FSSAI)
 - (e) Registration certificate under the Shops & Establishment Act
 - (f) Valid Contract Labour License
 - (g) Valid trading license issued by Khasi Hills Autonomous District Council (KHADC) Shillong, unless exempted. In case of exemption, document in support of such exemption shall be submitted.

6.2 Technical Qualifying Requirement:

The bidder shall have minimum 5 (five) years of experience in successfully executing 'similar nature of services' i.e. operation of cafeteria for selling of food items in Central Government/Central Autonomous Bodies/State Govt/Public Sector Undertakings (of Govt. of India/ State Govt.)/Corporate bodies/Educational Institutes of repute, during the last 7 (seven) years, ending on last date of submission of Bids.

Documentary evidence in support of the above experience indicating details like scope of service; duration of contract, name & address including contract no., email address of the clients/owners; satisfactory completion/performance of service shall be furnished along with the Techno-commercial bids for establishing eligibility in terms of the Qualifying Requirements. The documents should be in the form of copies of Work Order/ completion certificate from clients/owners.

6.3 Financial Qualifying Requirement:

(i) Working Capital:

Capacity to have a cash flow amount/working capital judged from the immediately preceding financial year as per the audited balance sheet / equivalent financial statements. The bidder shall have working capital of not less than Rs. 2 Lakh. Working Capital/Cash Flow amount shall be calculated by



subtracting Current Liabilities (CL) from Current Assets (CA) i.e. (CA-CL) as per the audited balance sheet/ equivalent financial statements including profit and loss statement of the immediately preceding financial year. If audited financial statement for the immediate preceding financial year is not available, then the bidder shall submit these statements certified by a practicing Chartered Accountant with UDIN.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account and other financial statements of the immediately preceding financial year, ending 31st March of the previous Financial Year should be furnished along with their bids for evaluating the above financial criteria. In the certificates and attestations by the Chartered Accountant, UDIN (Unique Document Identification Number) shall always be mentioned therein.

- 6.4 Authenticated documentary evidence in support of qualifying requirements, as mentioned under Clause 6 above, shall be submitted in Techno-Commercial Bids. Bids submitted without fulfilling the qualifying requirements shall be outright rejected.

Notwithstanding above, NEEPCO shall have the right to seek any other information / testimonies, as may be required and non-submission / refusal to submit these shall result in disqualification.

7. Interested Bidders, who fulfill the qualifying requirements, as mentioned under Clause 6 above, may download the Bid Document from <https://etenders.gov.in> on Bidder registration in the portal.

8. Participation in Bids:

8.1 E-Tendering / E-Procurement:

This tender is being processed through e-tendering/e-procurement system. The bidding documents are to be downloaded from <https://etenders.gov.in> and bids are to be submitted/ uploaded through above e-tendering system. Guidelines for e-tendering system are available on e-tender portal.

8.2 Registration for Participation in Bids:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/e procure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Bidder can then log in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Bidders are requested to get themselves enrolled on the e-Procurement Portal (URL: <https://etenders.gov.in/e procure/app>) well in advance and no extra time will be considered for submission of bids for the delay in enrolling on the e-Procurement portal.

For Registration and other e-procurement portal related queries, bidders may contact NIC at:

Mr. L. B. Pyngrope
Functional Manpower (FMP),



National Informatics Centre, Meghalaya State Centre, Shillong
Mobile No. 9774764136
Email Id: l.pyngrope29@gmail.com

- 8.3 The detailed scope of service and other terms and conditions are elaborated in the Bid Document. For any clarification related to terms and conditions of Bid Document, bidders are requested to send their queries online at <https://etenders.gov.in> under "Seek Clarifications" within the timeline stipulated in the system. Alternatively, the bidders may also forward e-mail clearly stating their queries to tendering authority at e-mail id: contract@neepco.co.in. Bidder may contact in regards to the instant NIB at 9863089081.

9. Submission and opening of Bids

- 9.1 Bidders shall prepare and submit their bids online in <https://etenders.gov.in> as per timeline mentioned in Clause 11 below. Submission of online bids is mandatory for consideration of the bids by NEEPCO.
- 9.2 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.
- 9.3 The bidder shall refer to the Instruction for online bid submission given at APPENDIX-1 in Part-II of Bid document.

10. Bid validity: 90 (ninety) days from the date of opening of Techno-Commercial Bids.

11. Tender timeline:

a	Date of Commencement of downloading of bid document from https://etenders.gov.in :	08-07-2024
b	End date & time for downloading of Bid Document:	Upto 14:00 Hours of 05-08-2024
c	Last date & time of receipt of queries from prospective bidders:	Upto 14:00 Hours of 19-07-2024
d	Last date & time for receipt of online bids:	Upto 14:00 Hours on 05-08-2024
e	Date & time for opening of Techno-Commercial bids online:	At 14:00 Hours on 06-08-2024
f	Date & time for opening of Price bids online:	Date & time shall be intimated separately to those bidders, who qualify in Techno-Commercial evaluation.

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

12. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum/addendum/modification/clarification of the Bid document.
13. Submission of bids shall not automatically construe qualification for evaluation. 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 ground for the action of NEEPCO.

(Signature)
8/7/24
Chief General Manager (C)
Contracts & Procurement