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नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लि.
(भारत सरकार का उपक्रम)

NORTH EASTERN ELECTRIC POWER CORPORATION LTD.
(A GOVT. OF INDIA ENTERPRISE)

Office of the Head of Project,
Wah Umiam Stage-III,
(Formerly known as Mawphu HEP)
East Khasi Hills District
Meghalaya, Mawsynram-793113
E-mail mawphuhep.neepco@gmail.com



NOTICE INVITING TENDER

1. Sub: - Tender for "Performing day to day works viz, cleaning, sweeping, mopping of the office and performing work of the messenger under O/o the HoP, Wah Umiam Stage-III HEP (42.50 MW x 2), East Khasi Hills District, Meghalaya".

Ref: - TENDER NO. NEEPCO/HoP/Wah Umiam/T-04/2020-21/

Dtd. 09/03/2021

2. The North Eastern Electric Power Corporation Ltd. (NEEPCO), a Public Sector Enterprise under the Ministry of Power, Govt. of India invites sealed bids from the contractors/suppliers of Meghalaya under the single stage, single envelop bidding system for "Performing day to day works viz, cleaning, sweeping, mopping of the office and performing work of the messenger under O/o the HoP, Wah Umiam Stage-III HEP (42.50 MW x 2), East Khasi Hills District, Meghalaya" as per the scope of works mentioned below:-

Sl. No.	Name of Work	Estimated Value in Rupees	Earnest Money in Rupees	Time of Completion
1	Performing day to day works viz, cleaning, sweeping, mopping of the office and performing work of the messenger under O/o the HoP, Wah Umiam Stage-III HEP (42.50 MW x 2), East Khasi Hills District, Meghalaya	Rs. 4,00,655.00/-	Rs. 8,020.00/- Or Bid Security Declaration form (As per Annexure-D)	1 (one) year
2	Time and Date of submission of tender	On or before the 10:00 AM of 16/03/2021 at the Office of the Head of Project, Wah Umiam Stage-III HEP, NEEPCO, Mawsynram.		
3	Time and Date of opening of tender	At 12:00 Noon of 16/03/2021 at the Office of the Head of Project, Wah Umiam Stage-III HEP, NEEPCO, Mawsynram in presence of the bidders or their authorized representatives, if any.		
4	Qualification & Experience	Experience of having successfully completed similar nature or allied works.		

Other terms and conditions.

1. The Earnest Money of Rs. 8,020.00 (Rupees eight thousand twenty) only shall be submitted by the bidder along with the tender in the form of Demand Draft/Banker's Cheque/Bank Guarantee drawn in favour of "NEEPCO Ltd." From any Nationalized/Scheduled Bank with a validity of 365 days
Or
Bid Security Declaration form as per the prescribed format attached herewith as Annexure-D.



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E-mail: mawphuhep.neepco@gmail.com

2. The overall scope of work covered under this contract for Performing day to day works viz, cleaning, sweeping, mopping of the office and performing work of the messenger under O/o the HoP, Wah Umiam Stage-III HEP (42.50 MW x 2), East Khasi Hills District, Meghalaya.
3. The commencement of work and time of completion shall start from the date of issue of Letter of Intent or Work Order.
4. The contractors/suppliers must have registration under any State/Central Government Department or any recognized Organization.
5. Copy of Income Tax/PAN Card and Professional Tax certificate clearance of current validity are to be submitted along with the application.
6. The intending bidders are requested to visit the work site to assess the requirement of the work, availability of the water, labours, accomodation to the work site etc. before submission of their tenders.
7. Bidders shall quote their rates in the supplied Bill of Quantities/Schedule of Rates enclosed with the tender papers.
8. Rates quoted by the bidders shall be inclusive of all applicable taxes and duties including GST. Rates must be quoted in figures and words.
9. The bidder shall submit the EPF Registration Number otherwise EPF deduction in respect of both the employees and employer's contribution will be made from their bills as per existing relevant norms. However, this will not relieve the contractor from his responsibility.
10. Laws, Regulations and Acts pertaining to engagement of labours, Environment protection, Safety etc. shall be applicable.
11. **Security deposit:** 3 (three) % of the total contract sum shall be deducted from the bill as a Security Deposit. The Security deposit shall be released by the Corporation within one month after expiry of contractual period on receipt of written application from the supplier.
12. **Payment terms:** Running Bills, on monthly basis, shall be released to the contractor on successful completion of the work in all respects. No escalation shall be payable against this work and no claim in this regard shall be entertained. No advance is payable under this contract. Documentary evidence of GST returns shall be made available for releasing the proceeding bills.
13. **Penalty:** A penalty of 0.5% from the bill per week on the total cost of contract subjected to a maximum of 10% shall be imposed in case of negligence of duty or unauthorized absence for a continuous period of 5 (Five) days or more by any labourer attached.
14. **Revision of rates for daily wages:** The monthly hire charge against each labour is subjected to change from time to time as per the rates published by the office of the Chief Labour Commissioner, GOI.
15. The contractor shall have to supply all materials and labours etc. required for successful completion of the work in all respects.
16. The contractor shall adopt suitable quality assurance programme to the satisfaction of the Engineer-in-Charge.
17. In case the work has not been carried out as per the specification or to the satisfaction of NEEPCO or the contractor causes damage to the property of NEEPCO/Dorbar authority or any other damages



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not mentioned herein, NEEPCO shall have the right to recover any amount as suitable from the bill/Security Deposit/any other amount due to the contractor.

18. Termination of Contract on Death:

If the Contractor is an individual or a proprietary concern and if the individual or the proprietor dies, or if the Contractor is a partnership concern and one of the partner dies, then, unless the Engineer in-Charge is satisfied that the legal representatives of the individual Contractor or the proprietor of the proprietary concern and in the case of partnership, the surviving partners are capable of carrying out and completing the Contract, the Engineer in-Charge shall be entitled to terminate the Contract as to its incomplete part without the Corporation being, in any way, liable for payment of any compensation whatsoever on any account to the estate of the deceased Contractor and/or to the surviving partners of the Contractor's firm on account of termination of the Contract. The decision of the Engineer in-Charge that the legal representatives of the deceased Contractor or the surviving partners of the Contractor's firm cannot carry out and complete the works under the Contract shall be final and binding on the parties. In the event of such termination, the Corporation shall not hold the estate of the deceased Contractor and/or the surviving partners of the Contractor's firm liable for damage for not completing the Contract. Provided that the power of the Engineer in-Charge in such case of termination of Contract shall be without prejudice to any other right or remedy which shall have accrued or shall accrue to him under the Contract.

19. Default by the Contractor and Termination of Contract in full or in Part:

The Contractor shall not neglect to execute the works with due diligence and expedition or shall not refuse or neglect to comply with any reasonable orders given to him, in writing, by the Engineer in-Charge in connection with the works or shall not contravene the provisions of the Contract.

- i) If the Contractor,
 - a) commits default in complying with or commits breach of any of the terms and conditions of the Contract and does not remedy it immediately and not later than 10 (ten) days, in any case, after a notice in writing is given to him in that behalf by the Engineer in-Charge, or
 - b) fails to complete the work(s) or any item of work(s) within the time specified in the Contract or any extended time under the Contract and does not complete the work(s) or any item of work(s) within the period specified in a notice given in writing in that behalf by the Engineer in-Charge, or
 - c) offers or gives or agrees to give to any person in the Corporation's service or to say person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for the Corporation or
 - d) enters into a Contract with the Corporation in connection with which commission



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has been paid or agreed to be paid by him or to his knowledge unless the particulars of any such commission and the terms of payment thereof have previously been disclosed in writing to the Engineer in-Charge, or

- e) obtains a Contract with Corporation as a result of ring tendering or other non-bonafide methods of competitive tendering, or
- f) being an individual, or if a firm, any partner thereof, shall at any time be adjudged, insolvent or have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation for the purpose of amalgamation or reconstruction under any insolvency Act for the time being in force or make any conveyance or assignment of his effective or composition or arrangement for the benefit of his creditors or purport as to do, or if any application be made under any insolvency Act for the time being in force for the sequestration of his estate, or if a trust deed be executed by him for benefit of his creditors, or
- g) being a company passes a resolution or a Court makes an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holder is appointed or circumstances arise which entitle the court or debenture holders to appoint a receiver or Manager, or
- h) suffers in the execution of the works from a lien being placed on his goods, or
- i) assigns, transfers, sub-lets, (engagement of labour on a piece work basis or of labour with materials not being incorporated in the work shall not be deemed to be sub-letting) or attempts to assign, transfer or sub-let the entire works or any portion thereof without the prior writing approval of the Engineer in-Charge.
- j) has concealed any information or has furnished any incorrect statement or misrepresentation or wilful misstatement or misleading or false representation(s) in the forms, statements and attachments submitted in proof of his qualifications.

The Engineer in-Charge shall have powers to terminate the Contract in full or in part as aforesaid without the prejudice to any other right or remedy which shall have accrued or shall accrue of which cancellation notice in writing to the Contractor under the hand of the Engineer in-Charge shall be conclusive evidence.

- ii) The Engineer in-Charge shall, on such termination of the Contract, have powers to take possession of:
 - a) the site of work under the Contract as well as the land/premises allotted to the Contractor for his works and
 - b) all materials, plant, equipment, implements, stores, structures etc. thereon.



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The Engineer in-Charge shall also have powers to carry out the incomplete work by any means or through any other Agency or by himself at the risk and cost of the Contractor. In such a case, the value of the work done through such Agencies shall be credited to the Contractor at his Contract prices and the Contractor shall pay the excess amount, if any, incurred in completing of the works as aforesaid and as stipulated under sub-clause 19 (iii) hereunder.

- iii) If the expenses incurred or to be incurred by the Corporation for carrying out and completing the incomplete work or part of the same, as certified by the Engineer in-Charge, are in excess of the value of the works credited/to be credited to the Contractor, the difference shall be paid by the Contractor to the Corporation. If the Contractor fails to pay such an amount, as aforesaid, within 30(thirty) days of receipt of notice in writing from the Engineer in-Charge, the Engineer in-Charge shall be empowered to recover such amount from any sums due to the Contractor under this or any other Contract or from his Security Deposit or otherwise.
- iv) The Engineer in-Charge shall also have the right to sell any or all of the Contractor's unused materials, constructional plant, equipment, implements, temporary buildings/structures etc. and apply the proceeds of sale thereof towards the satisfaction of any sums due from the Contractor under the Contract and if thereafter there may be any balance outstanding from the Contractor, the Engineer in-Charge shall have the powers to recover the same in accordance with provisions of the Contract.
- v) All decision, actions of the Engineer in-Charge under the Clause as aforesaid shall be conclusive and binding on the Contractor.

- 20. Each bidder shall submit 1 (one) bid document either individually or as a partner in a Joint Venture.
- 21. Withdrawal of bids at any stage is not allowed. If due to unavoidable circumstances, the bidder wishes to withdraw his/her bid by written request, the same will be allowed only by forfeiting the EMD. The bidder shall be disqualified for re-submission of bid.
- 22. The Engineer-in-Charge, may at his discretion, approve and authorize the contractor to sub-let, transfer or assign the whole or any part of the work. Nevertheless, any such approval or authorization shall not relieve the contractor from his responsibility.
- 23. From commencement to completion of the work as a whole, the contractor shall take full responsibility for the care thereof and for taking precaution to prevent loss or damage.
- 24. If at any time after acceptance of the tender, NEEPCO decides to abandon or reduce the scope of works for reasons whatsoever, the Engineer-in-Charge shall give notice in writing and the contractor shall have no claim to any payment of compensation or otherwise.
- 25. No claims for interest or damages will be entertained by NEEPCO owing to any dispute, difference or misunderstanding between the Engineer-in-Charge on one hand and the contractor on the other.



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26. In the event, the date of opening of bids is declared as a closed holiday of NEEPCO, the bids shall be submitted by the bidders as per the stipulated time. However, date of opening of bids will be on the next working day at the appointed times.
27. The Micro & Small Enterprises (MSEs) shall have to provide valid Exemption Certificate, if any, against payment of Bid Fee and Earnest Money Deposit (EMD).
28. The Corporation reserves the right to extend the last date and time for submission of bids.
29. The Corporation reserves the right to reject any or all tenders or to annul the bidding process without assigning any reason thereof.
30. **Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience - Prior Turnover Criteria:**

a) For Micro & Small Enterprises (MSEs):

In line with 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", the Criteria of Prior Turnover and Prior Experience are relaxed as below for Micro & Small Enterprises, subject to meeting of quality and technical specifications:

(i) Technical Qualifying Requirement:

The bidder shall have minimum 1(one) year experience of successfully executing 'similar nature of work' in Government or Private entities as a contractor.

The above relaxation shall be applicable only to those MSE bidders who are registered as MSE with appropriate authority for trade similar to the tendered job, for which the bidder shall submit document such as MSE registration certificate for such registration.

(ii) Financial Qualifying Requirement:

MSE bidders shall be offered exemption from Prior Turnover Criteria, provided the bidder submits document such as MSE registration certificate.

(b) For Startups:

In line with DPE O.M. No. DPE/7(4)/2007-Fin Dated 08-11-2016 on "Relaxation of Norms for Startups Medium Enterprises in Public Procurement Regarding Prior Experience - 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, subject to meeting of quality and technical specifications.

Startup bidders shall be offered exemption from Prior Experience Criteria, provided the bidder submits document such as Startup recognition certificate to prove bidder's recognition in trade similar to the tendered job. Startup bidders shall be offered



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exemption from Prior Turnover Criteria, provided the bidder submits document such as Startup recognition 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, Government of India in order to be considered for relaxation in prior experience and prior turn over.

31. Conditions for Micro & Small Enterprises (MSEs):

31.1 The bidders participating as Micro & Small Enterprises (MSEs) shall submit an Undertaking in the prescribed format given in Form-E of Bid Document declaring the status of their firm under the provisions of Micro and Small Enterprises along with a copy of the 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 under Udyog Aadhaar Memorandum
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

31.2 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. 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.

31.3 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 Clause 31.1. MSE owned by SC/ST shall satisfy any of the following:

- In case of proprietary MSE, proprietor(s) shall be SC /ST.
- In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

31.4 The MSEs registered with any one of the above-mentioned agencies/ bodies are exempted from payment of Bid Fee and Earnest Money Deposit (EMD).

The Startup bidders are also exempted from payment of Earnest Money Deposit (EMD).



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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, Government of India.

32. Valid GST registration certificates are to be enclosed, GST exemption if any are also to be attached.
33. Valid Employees State Insurance (ESI) certificate is to be enclosed.
34. Valid Employees Provided Fund (EPF) certificate is to be enclosed.

Sr. Manager (C)
O/o HoP, Wah Umiam Stage-III HEP
Mawsynram

Memo No. NEEPCO/HoP/S&I/Wah Umiam/T-21/2020-21/ **551-56**
Copy to:-

Dtd. 09/03/2021

1. The Chief General Manager (C) i/c S&I, NEEPCO, Guwahati for favour of kind information please.
2. The Chief General Manager (Fin), Shillong, for favour of kind information please. He is requested to kindly depute one of his representatives on the date and time of opening of tender.
3. The General Manager (IT), Shillong, for kind information please. He is requested to kindly upload the NIT in NEEPCO website on 10/03/2020. Soft copy of the NIT is mailed to itshillog@neepco.co.in
4. The Nodal Officer, CPP portal of NEEPCO, C&P, Shillong for information please. He is requested to upload the NIT in the CPP portal.
5. The Dy. General Manager (Fin), Bills, Shillong, for information and necessary action please.
6. Notice Board.

Sr. Manager (C)
O/o HoP, Wah Umiam Stage-III HEP
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SHORT NOTICE INVITING BIDS

Bids are invited for Performing day to day works viz. cleaning, sweeping, mopping of the office, and performing work of the messenger under O/o the HoP, Wah Umiam Stage-III HEP. Details are available at www.neepco.co.in. Any subsequent notifications against this tender shall be updated on the website. Last date for bid submission is 16/03/2021.

Place: Mawsynram

Date: 09/03/2021

 09/03/2021

Sr. Manager (Civil)

O/o the Head of Project,
Wah Umiam Stage-III HEP
Mawsynram, Meghalaya